

DEPARTMENT OF DEFENSE

DEFENSE SECURITY SERVICE

INFORMATION SERVICES DIRECTORATE

E P S Q

**ELECTRONIC PERSONNEL
SECURITY QUESTIONNAIRE**

CUSTOMER MANUAL

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VERSION 2.0

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1. INTRODUCTION

Developed by the Defense Security Service (DSS), the Electronic Personnel Security Questionnaire (EPSQ) is a personal computer (PC) system that simplifies the process of reporting information required to conduct background investigations of incumbents or applicants for national security, non-sensitive, or public trust positions. The function of EPSQ is to streamline the data-gathering process so that complete and accurate information is collected and rapidly validated. Although not all agencies and Government contractors will be able to fully use the system immediately, the mission of EPSQ is to substantially reduce the delays currently experienced in completing investigations. In March 1998, electronically transmitted EPSQs will feed directly into the Case Control Management System (CCMS), the cornerstone of DSS Modernization.

EPSQ 2.0 software has two editions, a Subject Edition and a Security Officer Edition. The Subject Edition prepares, validates, and prints subject data only. The Security Officer Edition performs these same functions and, in addition, it prepares, validates, and prints security information, certifies forms, and transmits them to DSS. The Security Officer edition also allows contractor security officers to prepare, validate, and print change notifications and transmit them to DSS.

The EPSQ system is available to all authorized agencies and contractors who submit requests for personnel background investigations to DSS.

1.1 WHAT IS EPSQ?

EPSQ is an automated data entry and validation system designed to allow you to quickly and easily enter the data required on the Questionnaire for National Security Positions (Standard Form (SF) 86), Questionnaire for Non-Sensitive Positions (SF85), Questionnaire for Public Trust Positions (SF85P), Supplemental Questionnaire for Selected Positions (SF85P-S) Spouse Single Agency Check (Spouse SAC) Shell, and Special Investigative Inquiry (SII) Shell. Security officers can enter data for Request for Personnel Security Investigation (DD Form 1879), National Agency Check (NAC) Information Sheet, and Personnel Security Clearance Change Notification (DISCO Form 562). The system validates the data, prints copies of the appropriate form(s), and generates export files for the security officer.

EPSQ has been designed specifically to eliminate rejection of investigation requests because they are incomplete or inaccurate. The Defense Security Service's goal with EPSQ is to collect information accurately—*the first time*—so requests are not rejected.

To accomplish this goal, features built into EPSQ notify you when data is mandatory and what the format should be. Depending on the specific type of information requested, notification occurs during data entry or during a validation run. DSS expects these features to significantly reduce both the rejection rate and processing time.

This flexible system allows you to enter required information all at once or in several sessions. At any point in the entry process, you can ask the system to validate the data you have already entered. This feature helps you check your entries by generating a list of errors and incomplete data. You can then use this list as a reference for modifying your entries before submitting the data to your organization's security officer. With EPSQ, your security officer will not submit your information for processing until it is error free and complete.

EPSQ divides the data-gathering process into three subsystems: User Form, Security Information, and DISCO Form 562.

1.1.1 User Form Subsystem

Based on the type of investigation your security officer determines is required in your circumstances, the User Form subsystem allows for selection of the appropriate form for you to complete.

1.1.1.1 National Security Positions (SF86)

If you are directed to complete information for a national security position, the system collects personal and historical information about you to help determine whether you should be authorized to access sensitive Government information. The U.S. Government conducts background investigations and reinvestigations to establish that military personnel, applicants for or incumbents in national security positions, either employed by the Government or working for Government contractors licensees, certificate holders, and grantees, are eligible for a required security clearance.

1.1.1.2 Non-Sensitive Positions (SF85)

If you are directed to complete information for a non-sensitive position, the system collects personal and historical information about you. The U.S. Government conducts background investigations to establish that applicants or incumbents, either employed by the Government or working for the Government under contract, are suitable for the job.

1.1.1.3 Public Trust Positions (SF85P)

If you are directed to complete information for a public trust position, the system collects personal and historical information about you. The U.S. Government conducts background investigations and reinvestigations to establish that applicants or incumbents, either employed by the Government or working for the Government under contract, are suitable for the job and/or eligible for a public trust or sensitive position.

1.1.1.4 Selected Positions (SF85P-S)

If you are directed to complete information for a selected position, the system collects additional personal and historical information about you. Because this data is supplemental to information collected for public trust positions, you cannot complete this User Form unless you have already completed a User Form for a public trust position (SF85P). You are asked to complete this form only after an offer of employment has been made and when the information requested is job-related and justified by business necessity. Your agency must have approval to use this form.

1.1.1.5 Spouse Single Agency Check (Spouse SAC) Shell

If you are directed to complete information for your spouse or an individual with whom you have a spouse-like relationship, the system collects personal and historical information about this individual. The U.S. Government conducts background investigations on spouses and spouse-like relations to establish that military personnel, applicants for or incumbents in national security positions, either employed by the Government or working for Government contractors licensees, certificate holders, and grantees, are eligible for a required security clearance.

1.1.1.6 Special Investigative Inquiry (SII) Shell

If you are directed to complete information for a special investigative inquiry, the system collects personal and employment information about you to help determine whether you should continue to be authorized to access sensitive Government information. The U.S. Government conducts these investigations to establish that military personnel, applicants for or incumbents in national security positions, either employed by the Government or working for Government contractors licensees, certificate holders, and grantees, remain eligible for a required security clearance.

1.1.2 Security Information Subsystem (Security Officer Edition Only)

If the subject completes the SF86, SF85P, Spouse SAC Shell, or SII Shell, the security officer of the organization requesting the investigation must submit related information. In the EPSQ system, the Security Information subsystem automatically requests the appropriate security officer information based on the reason the subject is completing the form. For subjects completing an SF86 or SF85P User Form for a Single Scope Background Investigation (SSBI) or Periodic Reinvestigation (PR), a Spouse SAC, or a Special Investigative Inquiry (SII), the security officer completes a DD Form 1879. For subjects completing a SF86 or SF85P User Form for a National Agency Check (NAC), the security officer completes the NAC Security Information Sheet. Security information for a subject cannot be entered until a User Form has been filled out and imported to the security officer's system.

EPSQ requires that the security officer validate and print both the subject and security officer data before forms can be transmitted to DSS. The forms can be printed at any time, but the security officer must certify the dates that the subject and security officer signed the printed, retained copies.

Note that no security information form is currently available within EPSQ for the Questionnaire for Non-Sensitive Positions (SF85). For the Supplemental Questionnaire for Selected Positions (SF85P-S), a new security information form is not needed because the appropriate form will have been completed earlier in conjunction with the SF85P.

1.1.3 DISCO Form 562 Subsystem (Security Officer Edition Only)

The DISCO Form 562 is used by contractor security officers to submit change notifications concerning their employees who hold security clearances. A variety of changes are covered by the form, e.g., concurrent clearances, clearance conversions, employment termination.

EPSQ allows the contractor security officer to create, validate, and transmit these forms to DSS. The 562 must be printed before it can be transmitted. If information already exists in EPSQ (i.e., a previously prepared DISCO Form 562, or User Form), the security officer can choose to have the system automatically copy some general personal information about the subject into the DISCO Form 562 he/she is preparing.

1.1.4 Conversion of EPSQ Version 1.2 Data to EPSQ 2.0 (Security Officer Edition Only)

EPSQ provides a utility that allows the security officer to import data from EPSQ Version 1.2 into EPSQ Version 2.0. The security officer may then modify, validate, and transmit these forms to DSS. **Users should re-validate forms upon successful completion of import from Version 1.2.** (See Section 4.2 for more details)

1.2 ABOUT EPSQ . . .

EPSQ is designed to be user friendly. The system includes a comprehensive help system, a thorough error checking system, and the ability to automatically save your information as you complete the application at your own pace and convenience.

Prior to beginning your data entry with EPSQ, some preparation on your part can make the task easier. A lot of the information you must enter, such as previous addresses and data on family members or close associates, may not be at your fingertips. Spend some time gathering this data so you have it available for entry on EPSQ. To help you determine what information you need, use one of the six checklists provided in Appendix A. The first checklist should be used if you are completing a form for a security clearance (SF86), the second checklist if you are completing a form for a non-sensitive position (SF85), the third if you are completing a form for a public trust position (SF85P), the fourth if you are completing a supplemental form for selected positions (SF85P-S), the fifth if you are completing a form for a Spouse Single Agency Check (Spouse SAC), and the sixth if you are completing a form for a Special Investigative Inquiry (SII). Although not exhaustive, these lists get you started. You can also refer to a blank hard copy of the form you will be completing. (See your security officer for a copy of the appropriate form.)

EPSQ provides a comprehensive series of on-line aids to make your job easier. As you move from item to item, a message, called a *prompt*, is displayed at the bottom of the screen giving you more information about the data required. For some data items, a list of acceptable entries, called a *lookup list*, can be displayed to help you choose the appropriate entry. Finally, an easily accessible detailed on-line help system is provided. For each individual data item on a screen, specific information about that item is provided in the field-level help. In addition, screen-level help provides general information about that screen. All these features help you enter data more accurately. Refer to Section 4.8, Getting Help, for more information.

As you begin to use the system, every piece of data you enter is saved as you press **[Enter]** or when you move from one item to the next using the mouse or the **[Tab]** key. With EPSQ, you can enter part of your data in one session and come back another day or time to complete another part.

Another highlight of EPSQ that assists you in entering data is the validation feature. You can use the validation feature at any time to generate a report that indicates those questions that require additional or modified information from you. Refer to Section 4.9, Validating Your Input, for more information on the validation feature.

1.3 CUSTOMER SERVICE—WHERE TO GET HELP

If you need help with any aspect of EPSQ, please follow these steps:

1. Consult this manual first. The manual and EPSQ's on-line help system are your first sources of assistance when using EPSQ. These sources should answer the vast majority of your questions and provide solutions to most of the problems you encounter.
2. If, after reading the manual and any related on-line help text, you cannot resolve a problem, contact your security officer. Make sure you provide a complete description of the problem, including a list of the actions you took prior to the occurrence of the problem and the exact wording of any error messages you received.
3. Finally, if a question or problem cannot be resolved by reading this manual or help text, your security officer *only* may contact the Operations Center/Baltimore EPSQ Customer Service Center at 1-(800) 542-0237. **DSN users may call DSN 283-7731.** The Customer Service Center is available from 7:00 am to 5:00 pm Eastern Time, Monday through Friday. Before calling, the security officer should be prepared to provide a complete description of the problem, including a list of the actions taken by the customer prior to its occurrence and the exact wording of any error messages received.

1.4 SOFTWARE DUPLICATION

You may duplicate as many copies of the Subject and Security Officer editions of the software as needed. However..

Every user of the EPSQ 2.0 is requested to acknowledge affirmatively that they understand cryptographic software is subject to export control under the Export Administration Act and anyone receiving this software cannot export the software without a license; or taking other precautions, be approved in writing by the Bureau of Export Administration, to prevent transfer of such software outside the U.S. without a license. The user will not disclose or transfer the EPSQ 2.0 software to an embassy or any agency or subdivision of a foreign government.

2. SYSTEM REQUIREMENTS

Although EPSQ has been designed to operate on a wide variety of personal computers (PCs) and printers, the system requires certain minimum hardware and software components.

2.1 HARDWARE

The Windows release of EPSQ requires the following minimum computer configuration:

- IBM-compatible personal computer (PC) with 80486 or greater CPU
- 66 megahertz or faster processor
- Either a VGA OR XVGA monitor
- At least 16 Mb of RAM available
- 15 Mb of disk space for the Security Officer Edition (Including LAN or No LAN. More space required if edition exceeds 50 Subject forms)
- 15 Mb of disk space for the Subject (LAN) Edition (min of 7 Mb for a single user)

2.2 SOFTWARE

The Windows release of EPSQ requires the following minimum software:

- Disk Operating System (DOS) version 3.3 or later (for Windows 3.x users)
- Windows 95, Windows NT, or Windows version 3.1 or later, running in enhanced mode
- Files=100 or greater in your CONFIG.SYS file
- Buffers=40 or greater in your CONFIG.SYS file.

3. INSTALLING EPSQ

Installing EPSQ on your system is very easy. Simply perform the steps described below.

3.1 RUN SETUP.EXE FOR INSTALLATION

1. Ensure that your system has the proper configuration by checking the system requirements.
2. If you are installing using the complete “stand-alone” version downloaded from the Web, go to step 4.
3. If you are using the diskette installation, insert “Disk 1 of 2” into your disk drive.
4. Run the setup.exe program. Setup.exe is either located on “Disk 1 of 2” or in the directory where the “stand-alone” files were uncompressed. You can execute the “setup.exe” by using the RUN command (ie a:setup <enter>) or by running “setup.exe” from File Manager or from Windows® Explorer.
5. You will be prompted for the location where EPSQ will be installed on your computer. If you plan to install both editions (Subject and Security Officer) on the same PC, it is recommended that you designate one directory c:\epsq20su (Subject) and the other c:\epsq20so (Security Officer). The path name cannot be more than eight (8) characters long.
6. Insert “Disk 2 of 2” as prompted

3.2 LAN INSTALLATION

The EPSQ can operate on both stand alone systems and on a Local Area Network (LAN). Follow the steps described below for installation. Don’t forget to review the setup.exe Instructions in 3.1, Run Setup.exe for Installation, above.

A note to System Administrators: The EPSQ sets full path names (including drive designators) the first time it is executed. The initial startup should be run from a client PC rather than the server. After initial startup, the EPSQ cannot be moved or started from a machine which accessed the EPSQ using a different full path. If you wish to move the EPSQ program to a different network drive, backup the data using the export or transmit utility, reinstall EPSQ and reload the data.

1. Install from diskettes to shared drive using setup.exe
2. Set Sharing Rights:

If you are using a Novel Netware Server:

Windows® 3.x

- Use File Mnger to highlight all files in the EPSQ directory
- Select File/Properties
- Click Netware... button
- Select Sharable box, Press OK

Windows® 95/NT

- Use Windows® Explorer to highlight all files in the EPSQ directory
- Select File/Properties
- Select Netware File Tab
- Check Sharable box, Press OK

If you are using a Windows® NT Server:

- From the NT server, use Windows® Explorer to select the EPSQ directory
- Select File/Properties
- Press Sharing Tab
- Select “Shared As:”
- Press OK

3.3 SETTING UP THE EPSQ TO OPERATE FROM THE LAN

The EPSQ 2.0 (for Windows®) can be run from a LAN drive without having to install all of the system files to the local drive. Icons (Shortcuts) and all necessary files can be created automatically by performing the following steps:

1. Contact your system administrator to determine where the EPSQ 2.0 installed system files are located. The system administrator should have installed the EPSQ program following steps 1 through 2 in Section 3.2, LAN Installation, above.
2. Run the setup.exe program from the installed LAN edition. You can execute the “setup.exe” by using the RUN command (ie R:\epsq20\setup <enter>) or by running “setup.exe” from File Manager or from Windows® Explorer.
3. Answer affirmatively to install the EPSQ 2.0 to your local system (Icons (shortcuts) are created and epsq20.ini is copied to the Windows directory). See Appendix F, Known Problems and Workarounds, item 13.

3.4 INITIAL CONFIGURATION OF THE SECURITY OFFICER EDITION

1. Execute the Security Officer Edition by double clicking on the SO Icon.
2. Select Organizational Type: (1) Military/Civilian or (2) Contractor (press Next button)
3. Complete all required fields
4. Create a User ID and password. User IDs cannot be more than eight (8) characters long! It is recommended that you establish at least two System Administrator User IDs. If one password is forgotten or the account is corrupted, there will be a “backup” account. (Go to Utilities/System Administration/Security Officer Users/ and select the Add button). See

- Sections 4.2, Starting the Application, and 4.3.2 First Login After Installation, for procedures on starting the application and establishing User IDs for Security Officers.
5. Complete all required fields in the Change User Site Information screen. (Go to Communications/Change User Site Information and complete the first FOUR fields.
 6. Lastly, to send forms using your Internet Provider, make certain that the Internet Service Provider SMTP Host Name is correct under the Communications Menu. If unsure, contact your System Administrator.

4. USING EPSQ

This section introduces you to the features and functions of EPSQ. The section begins with some basic terms. Next, step-by-step instructions for starting EPSQ, using the menus and module lists, entering data, and getting help are presented. Finally, the processes for validating, printing, and transferring your data; using the supplementary utilities provided with EPSQ; and exiting the system are discussed.

4.1 BASIC CONCEPTS

Some terms commonly used throughout this manual are defined below.

- **System:** System refers to the entire EPSQ application.
- **Main Menu Bar:** The main menu bar is the primary menu of EPSQ. It appears as a strip across the top of the first screen of the system. From this menu, you can select the function you want to perform, e.g., Create, Modify, Validation, Utilities.
- **Pull-down Menu:** A pull-down menu is a submenu of the main menu bar. You can display one of these pull-down menus by selecting an option from the main menu bar. The pull-down menu appears as a list of suboptions.
- **Subsystem:** EPSQ is divided into three parts, the User Form, Security Information (Security Officer Edition Only), and DISCO Form 562 (Security Officer Edition Only). Each of these parts is referred to as a subsystem.
- **Module:** Each subsystem is made up of a number of modules (sections) dealing with different topics, e.g., Personal Information, Your Employment Activities.
- **Module List:** For each form in the system, EPSQ provides an ordered list of modules to aid in navigation. If you are *creating* a new form, you can display and use the module list after you complete all the required information on the first screen of the Personal Information module. Simply press **[Esc]** and then select from the list of modules displayed for that form. This means that as you complete your form, you can enter the data in whatever order is convenient for you. You can also use the module list when you are *modifying* an existing form. The module list is automatically displayed after you specify a Social Security Number (SSN). In addition, when modifying, you can press **[Esc]** from any screen to display and select from the module list.
- **Module Title:** Each item on a module list is called a module title. This title also appears in the header panel of every screen within that module.

- **Screen:** A screen is all the data that are displayed at one time on your computer monitor. Each module can contain multiple individual screens or multiple screens grouped as entries.
- **Entry:** An entry is a group of screens containing related data. For example, in Where You Have Lived, you must enter several screens of data about the same residence. These screens, taken together, are called an entry.
- **Navigation Menu Bar:** Each screen includes a supplementary menu bar with a single option labeled *Navigation*. If you select this option, a pull-down menu is displayed that offers you another way to move from module to module or from entry to entry within a module, or to create a new entry.
- **Header Panel:** A header panel across the top of the screen displays the type of form you are completing, the name of the module you are in, and the name of the displayed screen, if applicable. EPSQ also makes sure you always know whose data you are adding to or modifying by including the subject's SSN and full name in the header panel. You only have access to data on yourself. Only Government security officers have access to all data. Contractor security officers have access to all data unless a subject chooses to protect modules 20-42 of his/her SF86 (see Sections 4.3.1.2, Subjects at Contractor Facilities and 4.4.2.5, Utilities).
- **Main Tool Bar:** On the right side of each screen is a column of six buttons called the main tool bar. Each of these buttons, when selected, invokes a function, e.g., selecting **Help** takes you to the EPSQ help system.
- **Help Tool Bar:** The help system screens have four buttons at the top called the help tool bar. This tool bar allows you access the different features of the help system. If a function is not applicable on a particular screen, the button is “grayed out.”
- **Field:** Each item of data requested on a screen is called a field. Each field has an identifying label.
- **Cursor:** The blinking underbar (), rectangle (■), bar (|), or arrow (-->) that points to your current position on a screen is called the cursor.
- **Message Bar:** The line at the bottom of each screen is called the message bar. This line contains a message, or prompt, presenting descriptive information about the field your cursor is currently occupying.
- **Accelerator Key:** Each tool bar button and menu bar item can be activated using either your mouse or an *accelerator key*. The applicable accelerator key appears as an underlined letter in the button label or menu selection name (e.g., **Modify** for a menu selection , **Help** for a button). On the main menu bar, the navigation menu, and the function buttons, you must press the [**Alt**] key simultaneously with the accelerator key

(e.g., press **[Alt]-M** to display the **M**odify pull-down menu). On the pull-down menus the accelerator key should be pressed alone (e.g., after displaying the **M**odify pull-down menu, press **U** to select **U**ser Form).

- **Function Key:** All the main tool bar buttons except **E**xit can also be activated by a function key (e.g., the Delete function can be activated by pressing **[F5]**). In addition, all the choices on the Navigation menu have corresponding function keys.
- **Error Box:** If you enter data into a field in the wrong format, an error box appears when you try to move out of that field or leave that screen. This box tells you how to format the field correctly.

4.2 STARTING THE APPLICATION

This section describes how to start EPSQ, depending on the operating system environment you are using.

Be aware that any information you enter is governed by the Privacy Act. The first time you enter data for a particular social security number, the Privacy Act Statement is displayed—read it before continuing. In addition, whenever you exit EPSQ, the system displays a message reminding you that information governed by the Privacy Act is present on your computer. Section 5 of this manual discusses how best to protect this information.

4.2.1 Starting EPSQ in Windows 3.1

To start EPSQ, double-click the icon for the Security Officer or Subject Edition in the EPSQ 2.0 program group in the Windows Program Manager. You may also start EPSQ by using the Windows File Manager to display the EPSQ directory selected during installation. To run the application, double-click the “EPSQ.EXE” or “EPSQSUB.EXE

4.2.2 Starting EPSQ in Windows 95

To start EPSQ, click START, select PROGRAMS, select EPSQ 2.0. Click on the icon for the Security Officer or Subject Edition. You may also start EPSQ by using Windows Explorer to display the EPSQ directory selected during installation. To run the application, double-click the “EPSQ.EXE” or “EPSQSUB.EXE” file.

4.2.3 Starting EPSQ in Windows NT

To start EPSQ, click START, select PROGRAMS, select EPSQ 2.0. Click on the icon for the Security Officer or Subject Edition. You may also start EPSQ by using Windows Explorer to display the EPSQ directory selected during installation. To run the application, double-click the “EPSQ.EXE” or “EPSQSUB.EXE” file.

4.3 LOGGING IN

Once you start EPSQ, you must identify yourself to the system by logging in. This process determines what information you can access. If you are a subject, you only have access to your own form. If you are a security officer, you have access to all forms in the system. (For the one exception to this access, see Section 4.3.1.2 below.)

4.3.1 How to Log In if You Are a Subject

Logging in is a simple procedure. If your facility is a contractor facility, your log in procedure is slightly different than for subjects at U.S. Government or military facilities.

4.3.1.1 Subjects at Government or Military Facilities

If you are a subject at a U.S. Government or military facility, the first time you make a menu selection (see Section 4.4, Using the Menus), you are asked what form you want to complete and the type of investigation that must be conducted. Your Security Officer should provide you with information before you start. Next you are asked to enter your Social Security Number (SSN) and Password. This information identifies your form and provides security for the information you enter. Once you establish this identifying information, you are asked for it at the beginning of each new session.

Your password can be up to 8 characters in length. Your password should be something you can easily remember but that is not obvious to others. Do not use any part of your name or any word or name that is easily associated with you. Remember your password but **DO NOT** write it down. ***If you forget your password, neither you nor your security officer can access your data, and you will have to re-enter your entire form again.***

After you enter your Password, you are asked to verify it by entering it again. Click OK or hit **[Enter]** twice. You can now proceed to Create your User Form.

Be aware that from this point on, whenever you are not logged in to EPSQ, the system requests your SSN and Password before allowing you to access your data.

4.3.1.2 Subjects at Contractor Facilities

Subjects at contractor facilities should follow the procedures for logging in described above. However, if you are an creating SF86, you receive the following additional message:

As a contractor employee filling out a Security Clearance Application (SF86), you have the option of preventing your security officer from accessing possibly sensitive information in modules 17 through 42.

After you create your form, use the Utilities menu, Second Password item, to implement the second password feature.

Click OK or press **[Enter]** to acknowledge the message. If you choose to establish the second password, simply begin creating your form by entering the required information on the first screen of Module 1. At any point after this, you can go to the Utilities menu, select **Passwords** and then **Second Password** to establish the additional password. (See Section 4.4.2.5, Utilities.)

4.3.2 How to Log In if You are a Security Officer

EPSQ permits two kinds of Security Officers to exist at facility—Security Officers with system administrator privileges and those without. The first time you start the Security Officer Version of the software after installation, you must establish at least one Security Officer with administrative privileges. This individual can then set up User IDs for other Security Officers as needed. Subsequent log ins by all Security Officers follow the procedure described in Section 4.3.2.2.

4.3.2.1 First Login After Installation

The first time the Log In window is displayed after installation, notice that the “Admin Status” button is selected. This reminds you that this first user *must* have administrative privileges. **DO NOT DE-SELECT THIS BUTTON.** Following the procedures described below for logging in. When you have logged in, you can then move to the Utilities menu, System Administration option to establish other Security Officer User IDs (See Section 4.13, Utilities, for more information on establishing User IDs). NOTE: Subjects do not need to have User IDs assigned—they use their SSNs as User IDs.

4.3.2.2 Standard Security Officer Login

If you are a Security Officer, your User ID and default password has been established by the Security Officer with administrative privileges. He/she should tell you this User ID and default password before you begin using EPSQ. The first time you log in, enter your User ID and your default password. You should then go to the Passwords submenu of the Utilities menu and select **Login Password** and change your password (see Section 4.13, Utilities for instructions on changing passwords.) Once you establish this identifying information, you will use it at the beginning of each new session.

User Ids and Passwords can be up to 8 characters in length. Your Password, however, is determined by you and, once established, *must be remembered by you*. It is your key to EPSQ—you cannot use the system without it. Your password should be something you can easily remember but that is not obvious to others. Do not use any part of your name or any word or name that is easily associated with you. Remember your password but **DO NOT** write it down. ***If you are a Security Officer without administrative privileges and forget your password, you cannot access the system unless your Security Officer with administrative privileges creates a new User ID for you. If you are the Security Officer with administrative privileges and forget your password, a major reinstallation of the system is required.***

In each new session, after you enter your Security Officer User ID and Password, click OK or hit **[Enter]** twice. The EPSQ logo screen is redisplayed, and you can proceed to make a menu selection. From this point on, whenever you are not logged in to EPSQ, the system requests your Security Officer User ID and Password before allowing you to access EPSQ.

4.4 USING THE MENUS

EPSQ uses menus to aid and control your access to its subsystems. These menus are organized hierarchically. To use the menus, you make general choices, like Create, Modify, or Validation, from the main menu bar before making more specific choices like User Form or Validate User File. This section describes how to select options from the menus and then presents a brief description of each menu option. **NOTE:** Only Government and contractor security officers have access to all options on all menus. For this reason, do not be alarmed if you do not see all the menu options described below on your screen.

4.4.1 How the Menus Work

EPSQ menus are straightforward and easy to use. The following paragraphs describe how to select from the menu bar and the pull-down menus.

You can select a choice from the main menu bar in two ways—either click the choice with your mouse or press the **[Alt]** key simultaneously with the underlined letter in the menu choice. (For example to select **C**reate you can either click **C**reate with your mouse, or type **[Alt]-C**.) The available suboptions are displayed on a pull-down menu.

On each pull-down menu, one option is highlighted. To select an option, either click the desired choice with your mouse or use the **[Up Arrow]** or **[Down Arrow]** keys, as needed, to highlight your choice and press **[Enter]**. The main menu bar and its associated pull-down menus are only accessible when the DSS logo screen is displayed. You cannot access more than one form simultaneously.

4.4.2 Menu Option Descriptions

The following subsections briefly describe the EPSQ menu options. For each selection on the main menu bar, all the options on the corresponding pull-down menu are described. **NOTE:** Do not be alarmed if your screen does not display all the menu options described below. Only Government and contractor security officers have access to all menu options.

4.4.2.1 Create

When you select **C**reate from the main menu bar, the pull-down menu lists one option in the Subject edition and three options in the Security Officer edition:

- **User Form**—This option allows you to begin entering information if you are the subject of a background investigation. After selecting this option, if you are completing a user form for a security clearance (SF86) or public trust (SF85P) position, you are asked to select the reason the investigation is being conducted and type of investigation required. *Your security officer should provide you with this information before you begin.* Next, the Privacy Act information is displayed, and you are prompted for the subject's SSN and password. EPSQ asks you to confirm that you want to create a new entry.

If the SSN you enter is already in the system, you are directed to use the Modify User Form option to add to or change data. EPSQ does not allow you to create a public trust position User Form (SF85P) for the specified SSN if a security clearance User Form (SF86) already exists for that SSN. However, if you must change from a public trust position User Form (SF85P) to a security clearance User Form (SF86), EPSQ allows you to do this. Simply begin creating a security clearance form (SF86) (according to your security officer's instructions). When prompted, confirm that you want to upgrade. EPSQ automatically transfers existing data for that SSN to the security clearance User Form (SF86).

If you are directed by your security officer to complete a supplementary form for selected positions (SF85P-S), the system automatically checks to make sure a User Form for a public trust position (SF85P) already exists for that SSN. If a User Form already exists for a public trust position, the system automatically copies relevant existing information into the supplementary form prior to your beginning data entry. If no User Form already exists or a User Form already exists for security clearance (SF86), you cannot create a User Form for selected positions (SF85P-S) because this latter form is intended to be a supplement to the public trust User Form.

- **Security Information**—(Security Officer Edition Only). This option allows the security officer to enter information requested about subjects completing a security clearance or public trust User Form. After you select this option, you are prompted for the SSN of the subject. Because different security information accompanies the form intended for SSBIs, PRs, Spouse SACs and SIIs than that required for NACs, ENTNACS, and SPRs, EPSQ automatically checks the SSN you enter to determine what type of investigation was specified when the subject created his/her User Form. Based on this check, the system automatically displays the appropriate security information form, e.g., DD Form 1879 or NAC Security Information Sheet.
- **DISCO Form 562**—(Security Officer Edition Only). This option allows the contractor security officer to enter information about change notifications concerning their employees who hold security clearances. After selecting this option, you are prompted for the subject's SSN. If one or more previously created DISCO Form 562s exist in EPSQ for that SSN, a list of them is displayed. If no previous DISCO Form 562s exist for the subject but a User Form does exist in the EPSQ for that SSN, you are given the option to copy general information about the subject from that form into the DISCO Form 562 you are preparing. When a Form 562 is created on a Subject who has already had an action

recorded on a 562 - the second form overwrites the first form. When viewing a list of 562s, the action type listed in the initial 562 is lost, once overwritten. Security Officer can choose to Save to CDS a copy of initial 562, when a second 562 is created. This would be in addition to any saved printed copy. Of course, multiple actions can be taken on any Form 562. *WARNING:* Do not create a new DISCO Form 562 for a subject by modifying a previously transmitted form. Only forms that have never been transmitted should be modified.

4.4.2.2 Modify

When you select **Modify** from the main menu bar, the pull-down menu lists one option in the Subject edition and three options in the Security Officer edition:

- **User Form**—This option allows you to update or add to information associated with a User Form already in the system. After selecting this option, you are prompted for the SSN of the subject. The data associated with it is automatically displayed for you to modify. *NOTE:* To change from a public trust position User Form (SF85P) to a security clearance User Form (SF86), see “User Form” in Section 4.4.2.1, Create.
- **Security Information** (Security Officer Edition Only)—This option allows the security officer to modify information requested about subjects completing User Forms. After you select this option, you are prompted for the SSN of the subject. Data associated with that SSN is displayed for update.
- **DISCO Form 562** (Security Officer Edition Only) —This option allows the contractor security officer to modify or add to information associated with a DISCO Form 562 already in the system. After you select this option, EPSQ displays a list of DISCO Form 562s. Select the form you want to modify and press **[Enter]**. The data associated with it is automatically displayed for you to modify. *WARNING:* Do not create a new DISCO Form 562 for a subject by modifying a previously transmitted form. Only forms that have never been transmitted should be modified.

(Security Officer Edition Only) For the first two options above, if you are unsure of the correct SSN but know data already exists in the system, you can display a list of SSNs in the system. When the system requests an SSN, select **List of User Forms** (or **List of Security Forms**) or press **[Alt]-L**. Use the **[Up Arrow]** or **[Down Arrow]**, as needed, to highlight your choice and then press **[OK]** (or press **[Alt]-O**). The module list is displayed automatically, and you can access data for that SSN.

4.4.2.3 Validation

When you select **Validation** from the main menu bar, the pull-down menu lists three options in the Subject edition and five options in the Security Officer edition:

- **User Form**—This option allows you to validate all the data entered for a User Form for a selected SSN. Once validation is complete, you are informed of the number of errors and can print or view the results immediately. You can also save the results for viewing later.
- **Security Information** (Security Officer Edition Only) — This option allows you to validate all the data entered for the DD Form 1879 or NAC Security Information Sheet for a selected SSN. Once validation is complete, you are informed of the number of errors and can print or view the results immediately. You can also save the results for viewing later.
- **DISCO Form 562** (Security Officer Edition Only) —This option allows you to validate all data entered for a selected DISCO Form 562. Once validation is complete, you are informed of the number of errors and can print or view the results immediately. You can also save the results for viewing later.
- **View Validation File**—This option allows you to view validation files you have previously generated and saved.
- **Delete Validation File**—This option allows you to delete validation files you previously generated and saved.

The validation results provide a reference for updating the original entries. You can validate at any time, correcting and repeating the validation until your data validates perfectly. For more information on validating your data, see Section 4.9, Validating Your Input.

4.4.2.4 Reports

When you select **Reports** from the main menu bar, the pull-down menu lists three options on the Subject edition and five options on the Security Officer edition:

- **User Form**—This option allows you to generate the actual User Form for a selected SSN. Once the form is generated, you can print or view the results immediately. You can also save the results for viewing later. **Unless the User form is printed to either the screen or printer, it cannot be electronically transmitted via the Communications menu.**
- **Security Information** (Security Officer Edition Only)—This option allows you to generate the actual DD Form 1879 or the NAC Security Information Sheet for a selected SSN. Once the form is generated, you can print or view the results immediately. You can also save the results for viewing later. **Unless the Security Information Sheet is printed to either the screen or printer, it cannot be electronically transmitted via the Communications menu.**
- **DISCO Form 562** (Security Officer Edition Only)—This option allows you to generate a hard copy of a selected DISCO Form 562. Once the form is generated, you can print or view the results immediately. You can also save the results for viewing later. **Unless the**

DISCO Form 562 is printed to either the screen or printer, it cannot be electronically transmitted via the Communications menu.

- **View Report File**—This option allows you to view print files you have previously generated and saved.
- **Delete Report File**—This option allows you to delete print files you previously generated and saved.

You can print these forms even if the data is incomplete or has not been validated. For more information on printing, see Section 4.10, Printing Your Input.

4.4.2.5 Communications

When you select **Communications** from the main menu bar, the pull-down menu lists eight options:

- **Certify User Form***
- **Transmit User Form to DIS***
- **Transmit DISCO 562 to DIS***
- **Transmit User Form to Subject/Security Officer**
- **Receive User Form from Subject/Security Officer**
- **View Communications Log***
- **Change User Site Information***
- **Internet Service Provider SMTP Host Name***

* (Security Officer Edition Only)

See Section 6, Communications, for more information on these options.

4.4.2.6 Utilities

When you select **Utilities** from the main menu bar, the pull-down menu lists ten options:

- **System Configuration**
- **Reindex Data Files**

- **Delete User Form**
- **Load Form from CDS Format***
- **Unload Form from CDS Format***
- **Originator's Address***
- **Passwords**
- **System Administration***

* (Security Officer Edition Only)

See Section 4.13, Utilities, for more information on these options.

4.4.2.7 Help

See Section 4.8, Getting Help, for more information on the help system.

4.4.2.8 Exit

When you select **Exit** from the main menu bar, the pull-down menu lists two options:

- **User Logout**—Logs the current user out of the EPSQ system but leaves the application running so that a new user can log in if desired.
- **Exit EPSQ**—This option allows you to exit from EPSQ. You are also automatically logged off if you have not already done so.

4.5 USING THE MODULE LISTS

In addition to the main menu bar and the pull-down menus, EPSQ guides and assists your data entry with module lists. Each module list shows the titles of all the modules included in the electronic form for which you are entering data. Each listed title represents a subject area of data that appears on the finished form. For example, the Your Employment Activities module contains a variety of questions about your current and past employment. When you select a title from the list, the first screen of that module is displayed.

4.5.1 How the Module Lists Work

If you are entering data for a particular SSN for the first time, the module list can be displayed only after you have entered all the required data on the first screen of module 1, Personal Information. However, after entering this data, you can press **[Esc]** from any screen and the module list is displayed.

In addition, if you select Modify and enter an SSN that is already in the system, when you then press **[OK]** the module list is automatically displayed. Also, as you begin moving through the form to modify data, you can press **[Esc]** from any screen and the module list is displayed.

You can select a title on a module list in three ways: double-click an item on the list, click an item once and then click the OK button, or use the **[Up Arrow]** or **[Down Arrow]** keys to highlight your choice and press **[Enter]**.

Another feature of the module list is the Status column, which keeps you apprised of your progress on the form. If the Status column is blank, you have not accessed that module. If Status is “NV,” you have not validated your data yet (see Section 4.9, Validating Your Input), or you have run the validation routine and still have missing data in that module. If Status is “V,” you have run the validation routine and have no errors in that module that the system can detect.

NOTE: If you change data in a module after validating “clean,” the system does *not in all cases* automatically change the “V” back to “NV” for that module. To avoid confusion and possibly giving your security officer an unvalidated form, always re-validate your form immediately prior to passing it to your security officer.

4.5.2 Module List Descriptions

The following sections describe items found on each module list. **NOTE:** Only Government and contractor security officers have access to the Security Information module lists. Only contractor security officers have access to the DISCO Form 562 module list.

4.5.2.1 User Form—Request for Security Clearance (SF86)

This form has 43 modules. A brief description of the kind of information requested in each module is presented below.

1. **Personal Information**—Requests your name, maiden name (if appropriate), date and place of birth, and physical description.
2. **Other Names Used**—Requests any other names you have used during your life. Do not enter maiden name here—it is requested in the Personal Information module.
3. **Citizenship**—Requests information about your current citizenship status. For example, if you are a U.S. citizen, were you born in the U.S., born abroad of U.S. parents, or naturalized.
4. **Where You Have Lived**—Requests a complete and continuous record of where you have lived, starting with your current residence and working back 10 years. (SSBI - 10 years. PR, SPR, NAC, and ENAC - 5 years for validation but can enter up to 10 years). You must list all residences associated with different military duty stations. For each residence

occupied in the last 5 years, you must provide a reference (other than your spouse, former spouses, or other relatives) who can verify this residence.

5. **Where You Went to School**—Requests details on formal education you received during the last 10 years. (SSBI - 10 years. PR, SPR, NAC, and ENAC - 5 years for validation but can enter up to 10 years). If you have not attended school during the last 10 years but have education beyond high school prior to 10 years ago, you must report the last school attended beyond high school. If any of the reported schooling took place in the last 3 years, you must provide a reference who can verify this schooling.
6. **Your Employment Activities**—Requests a complete and continuous record of your employment, unemployment, and self-employment, starting with your current job and working back 10 years. (SSBI - 10 years. PR, SPR, NAC, and ENAC - 5 years for validation but can enter up to 10 years). You need not include employment prior to your 16th birthday. If you were unemployed or were self-employed, you must provide a reference who can verify these periods. Every military duty station must be listed as a separate period of employment. In addition, you must provide information on ANY federal civil service employment *prior* to 10 years ago but not before your 16th birthday.
7. **People Who Know You Well**—Requests the names, addresses, and telephone numbers of three references who know you well and who live in the United States. You cannot use your spouse, former spouses, or other relatives, and should try not to use anyone you have used elsewhere in the SF86 User Form. The combined time these references have known you should span the last 5 or 10 years depending on type of investigation.
8. **Your Spouse**—Requests information about current and former spouses.
9. **Your Relatives and Associates**—Requests personal information about close family members. In addition, you must provide personal information about other family members and associates who are foreign born and with whom you and your spouse are bound by affection, obligation, or close and continuing contact.
10. **Citizenship of Your Relatives and Associates**—Requests citizenship information about certain close relatives and associates who are U.S. citizens other than by birth or who are aliens residing in the United States.
11. **Your Military History**—Requests details of your service in any branch of the military including the U.S. Armed Forces, the National Guard, Merchant Marine, and any service in the military of a foreign country. If you had a break in service, each separate period must be listed.
12. **Your Foreign Activities-Property**—Requests details of any foreign property ownership, business connections, or financial interests.

13. **Your Foreign Activities-Employment**—Requests details of any employment you have had with, or consulting you have provided to, a foreign government, firm, or agency.
14. **Your Foreign Activities-Contact with Foreign Government**—Requests details of any contacts you have had with foreign governments, their establishments (embassies or consulates), or their representatives, whether inside or outside the U.S., other than on official U.S. Government business. (This does not include routine visa applications and border crossing contacts.)
15. **Your Foreign Activities-Passport**—Requests information about any active foreign passport you have held in the last 7 years.
16. **Foreign Countries You Have Visited**—Requests details on any travel outside the United States in the last 7 years, except under official Government orders. Travel as a dependent or contractor must be included.
17. **Your Military Record**—Requests information about any discharge from military service that was other than honorable.
18. **Your Selective Service Record**—Requests information about Selective Service System registration if you are a male born after December 31, 1959.
19. **Your Medical Record**—Requests information about any consultation/treatment, during the last 7 years, with a mental health professional (psychiatrist, psychologist, counselor, etc.) or other health care provider for a mental health related condition. You need not provide this information if the consultation(s) involved only marital, family, or grief counseling, not related to violence by you.
20. **Your Employment Record**—Requests details about certain types of employment termination that occurred in the last 10 years.
21. **Your Police Record-Felony Offenses**—Requests information about any felony offenses with which you have been charged or of which you have been convicted, including those felony offenses under the Uniform Code of Military Justice. You must report information regardless of whether the record in your case has been "sealed" or otherwise stricken from the court record. The single exception to this requirement is for certain convictions under the Federal Controlled Substances Act for which the court issued an expungement order under the authority of 21 U.S.C. 844 or 18 U.S.C. 3607.
22. **Your Police Record-Firearms/Explosives Offenses**—Requests information about any firearms/explosives offenses with which you have been charged or of which you have been convicted. You must report information regardless of whether the record in your case has been "sealed" or otherwise stricken from the court record. The single exception to this requirement is for certain convictions under the Federal Controlled Substances Act for

which the court issued an expungement order under the authority of 21 U.S.C. 844 or 18 U.S.C. 3607.

- 23. Your Police Record-Pending Charges**—Requests information about any charges currently pending against you for any criminal offense.
- 24. Your Police Record-Alcohol/Drug Offenses**—Requests information about any alcohol/drug offenses with which you have been charged or of which you have been convicted. You must report information regardless of whether the record in your case has been "sealed" or otherwise stricken from the court record. The single exception to this requirement is for certain convictions under the Federal Controlled Substances Act for which the court issued an expungement order under the authority of 21 U.S.C. 844 or 18 U.S.C. 3607.
- 25. Your Police Record-Military Court**—Requests information about any court martial or other disciplinary proceedings you have been subject to in the last 7 years under the Uniform Code of Military Justice, including non-judicial, Captain's mast, etc. You must report information regardless of whether the record in your case has been "sealed" or otherwise stricken from the court record.
- 26. Your Police Record-Other Offenses**—Requests information about any offenses not listed in modules 21-25 for which you have been arrested, charged, or convicted in the last 7 years. You should leave out traffic fines of less than \$150 unless the violation was alcohol or drug related. You must report information regardless of whether the record in your case has been "sealed" or otherwise stricken from the court record. The single exception to this requirement is for certain convictions under the Federal Controlled Substances Act for which the court issued an expungement order under the authority of 21 U.S.C. 844 or 18 U.S.C. 3607.
- 27. Your Use of Illegal Drugs and Drug Activity-Illegal Use of Drugs**—Requests information about your illegal use of any controlled substance since the age of 16 or in the last 7 years, whichever is shorter.
- 28. Your Use of Illegal Drugs and Drug Activity-Use in a Sensitive Position**—Requests information about your illegal use of any controlled substance while employed as a law enforcement officer, prosecutor, or courtroom official; while possessing a security clearance; or while in a position directly and immediately affecting public safety.
- 29. Your Use of Illegal Drug and Drug Activity-Drug Activity**—Requests information about your illegal purchase, manufacture, trafficking, production, transfer, shipping, receiving, or sale of any narcotic, depressant, stimulant hallucinogen, or cannabis for your own intended profit or that of another in the last 7 years.
- 30. Your Use of Alcohol**—Requests information about any alcohol-related treatment or counseling you have received in the last 7 years.

31. **Your Investigation Record-Investigations/Clearances Granted**—Requests information about any U.S. Government investigation of your background and/or security clearances you have been granted.
32. **Your Investigation Record-Clearance Actions**—Requests information about any clearance or access authorization denied, suspended, or revoked. You are also asked to provide details if you have ever been debarred from government employment.
33. **Your Financial Record-Bankruptcy**—Requests details about any bankruptcy petition you have filed in the last 7 years under any chapter of the bankruptcy code, including Chapter 13.
34. **Your Financial Record-Wage Garnishment**—Requests details on any garnishment of your wages in the last 7 years.
35. **Your Financial Record-Repossession**—Requests details on goods or property you have had repossessed in the last 7 years.
36. **Your Financial Record-Tax Lien**—Requests details on any lien placed on your property in the last 7 years for failing to pay taxes or other debts.
37. **Your Financial Record-Unpaid Judgments**—Requests details on any judgments against you in the last 7 years that have not been paid.
38. **Your Financial Delinquencies- 180 Days**—Requests details on any debts for which you have been more that 180 days delinquent in the last 7 years.
39. **Your Financial Delinquencies- 90 Days**—Requests details on any debts for which you are currently more that 90 days delinquent.
40. **Public Record Civil Court Actions**—Requests details on any public record civil court actions (not listed elsewhere in your SF86 User Form) to which you have been a party in the last 7 years.
41. **Your Association Record-Membership**—Requests information about your membership in, contribution to, or holding of office in, any organization you knew was dedicated to the violent overthrow of the United States Government and which you knew engaged in illegal activities to that end.
42. **Your Association Record-Activities**—Requests information about your knowing engagement in any acts or activities designed to overthrow the United States Government by force.

- 43. General Remarks**—Provides additional space for remarks. This area should be reserved for *general* remarks. Specific remarks about a particular entry should be entered in the Optional Remarks associated with that screen. (See Section 4.6.4.2, Optional Remarks, for additional information.)

You can get more information about each of these items from EPSQ's on-line help system while you are entering data. See Section 4.8, Getting Help, for information about on-line help.

4.5.2.2 User Form—Questionnaire for Non-Sensitive Positions (SF85)

This form has 11 modules. A brief description of the kind of information requested in each section is presented below.

- 1. Personal Information**—Requests your name, maiden name (if appropriate), date and place of birth, and physical description.
- 2. Other Names Used**—Requests any other names you have used during your life. Do not enter maiden name here—it is requested in the Personal Information module.
- 3. Citizenship**—Requests information about your current citizenship status. For example, if you are a U.S. citizen, were you born in the U.S., born abroad of U.S. parents, or naturalized.
- 4. Where You Have Lived**—Requests a complete and continuous record of where you have lived, starting with your current residence and working back 5 years. You must list all residences associated with different military duty stations. For each residence occupied in the last 3 years, you must provide a reference (other than your spouse, former spouses, or other relatives) who can verify this residence.
- 5. Where You Went to School**—Requests details on formal education you received during the last 5 years. If you have not attended school during the last 5 years but have education beyond high school prior to 5 years ago, you must report the last school attended beyond high school.
- 6. Your Employment Activities**—Requests a complete and continuous record of your employment, unemployment, and self-employment, starting with your current job and working back 5 years. You need not include employment prior to your 16th birthday. If you were unemployed or were self-employed, you must provide a reference who can verify these periods. Every military duty station must be listed as a separate period of employment.
- 7. People Who Know You Well**—Requests the names, addresses, and telephone numbers of three references who know you well and who live in the United States. You cannot use your spouse, former spouses, or other relatives, and should try not to use anyone you have

used elsewhere in the SF85 User Form. The combined time these references have known you should span the last 5 years.

8. **Your Selective Service Record**—Requests information about Selective Service System registration if you are a male born after December 31, 1959.
9. **Your Military History**—Requests details of your service in any branch of the military including the U.S. Armed Forces, the National Guard, Merchant Marine, and any service in the military of a foreign country. If you had a break in service, each separate period must be listed.
10. **Illegal Drugs-Use**—Requests information about whether you used, possessed, supplied, or manufactured illegal drugs in the last year.
11. **General Remarks**—Provides additional space for remarks. This area should be reserved for *general* remarks. Specific remarks about a particular entry should be entered in the Optional Remarks associated with that screen. (See Section 4.6.4.2, Optional Remarks for additional information.)

4.5.2.3 User Form—Application for Public Trust Position (SF85P)

This form has 20 modules. A brief description of the kind of information requested in each section is presented below.

1. **Personal Information**—Requests your name, maiden name (if appropriate), date and place of birth, and physical description.
2. **Other Names Used**—Requests any other names you have used during your life. Do not enter maiden name here—it is requested in the Personal Information module.
3. **Citizenship**—Requests information about your current citizenship status. For example, if you are a U.S. citizen, were you born in the U.S., born abroad of U.S. parents, or naturalized.
4. **Where You Have Lived**—Requests a complete and continuous record of where you have lived, starting with your current residence and working back 10 years. (SSBI - 10 years. PR, SPR, NAC, and ENAC - 5 years for validation but can enter up to 10 years). You must list all residences associated with different military duty stations. For each residence occupied in the last 5 years, you must provide a reference (other than your spouse, former spouses, or other relatives) who can verify this residence.
5. **Where You Went to School**—Requests details on formal education you received during the last 10 years. (SSBI - 10 years. PR, SPR, NAC, and ENAC - 5 years for validation but can enter up to 10 years). If you have not attended school during the last 10 years but

have education beyond high school prior to 10 years ago, you must report the last school attended beyond high school. If any of the reported schooling took place in the last 3 years, you must provide a reference who can verify this schooling.

6. **Your Employment Activities**—Requests a complete and continuous record of your employment, unemployment, and self-employment, starting with your current job and working back 10 years. (SSBI - 10 years. PR, SPR, NAC, and ENAC - 5 years for validation but can enter up to 10 years). You need not include employment prior to your 16th birthday. If you were unemployed or were self-employed, you must provide a reference who can verify these periods. Every military duty station must be listed as a separate period of employment. In addition, you must provide information on ANY federal civil service employment *prior* to 10 years ago but not before your 16th birthday.
7. **Your Employment Record**—Requests details about certain types of employment termination that occurred in the last 10 years.
8. **People Who Know You Well**—Requests the names, addresses, and telephone numbers of three references who know you well and who live in the United States. You cannot use your spouse, former spouses, or other relatives, and should try not to use anyone you have used elsewhere in the SF85-P User Form. The combined time these references have known you should span the last 7 years.
9. **Your Marital Status**—Requests information about your current marital status.
10. **Your Relatives**—Requests personal information about close family members.
11. **Your Military History**—Requests details of your service in any branch of the military including the U.S. Armed Forces, the National Guard, Merchant Marine, and any service in the military of a foreign country. If you had a break in service, each separate period must be listed.
12. **Your Selective Service Record**—Requests information about Selective Service System registration if you are a male born after December 31, 1959.
13. **Your Investigation Record-Investigations/Clearances Granted**—Requests information about any U.S. Government investigation of your background and/or security clearances you have been granted.
14. **Your Investigation Record-Clearance Actions**—Requests information about any clearance or access authorization denied, suspended, or revoked. You are also asked to provide details if you have ever been debarred from government employment.
15. **Foreign Countries You Have Visited**—Requests details on any travel outside the United States in the last 7 years, except under official Government orders. Travel as a dependent or contractor must be included.

- 16. Your Police Record**—Requests information about any offenses with which you have been charged or of which you have been convicted in the last 7 years (but not before your 16th birthday). You should exclude traffic fines of less than \$150.
- 17. Illegal Drugs-Use**—Requests information about your illegal use of any controlled substance or prescription drug in the last year.
- 18. Illegal Drugs-Activity**—Requests information about your illegal purchase, manufacture, trafficking, production, transfer, shipping, receiving, or sale of any narcotic, depressant, stimulant hallucinogen, or cannabis for your own intended profit or that of another in the last 7 years.
- 19. Your Financial Record-Bankruptcy, Liens, Judgments**—Requests details about any of the following actions in the last 7 years: any bankruptcy petition you (or a company over which you exercise some control) have filed, any tax lien to which you have been subject, or any legal judgment rendered against you for a debt.
- 20. Your Financial Record-180-Day Delinquencies**—Requests details on any debts for which you are currently more than 180 days delinquent. Include loans or obligations funded or guaranteed by the Federal Government.

You can get more information about each item from EPSQ's on-line help system while you are entering data. See Section 4.8, Getting Help, for information about on-line help.

4.5.2.4 User Form—Supplemental Questionnaire for Selected Positions (SF85P-S)

This form has 5 modules. A brief description of the kind of information requested in each section is presented below.

- 1. Personal Information**—Requests your name.
- 2. Your Use of Illegal Drugs and Drug Activity-Illegal Use of Drugs**—Requests information about your illegal use of any controlled substance since the age of 16 or in the last 7 years, whichever is shorter.
- 3. Your Use of Illegal Drugs and Drug Activity-Use in a Sensitive Position**—Requests information about your illegal use of any controlled substance while employed as a law enforcement officer, prosecutor, or courtroom official; while possessing a security clearance; or while in a position directly and immediately affecting public safety.
- 4. Your Use of Alcohol**—Requests information about any alcohol-related treatment or counseling you have received in the last 7 years.

5. **Your Medical Record**—Requests information about any consultation/treatment, during the last 7 years, with a mental health professional (psychiatrist, psychologist, counselor, etc.) or other health care provider for a mental health related condition. You need not provide this information if the consultation(s) involved only marital, family, or grief counseling, not related to violence by you.

You can get more information about each item from EPSQ's on-line help system while you are entering data. See Section 4.8, Getting Help, for information about on-line help.

4.5.2.5 User Form—Spouse Single Agency Check (Spouse SAC) Shell

This form has 5 modules. A brief description of the kind of information requested in each module is presented below.

1. **Personal Information**—Requests your name, maiden name (if appropriate), date and place of birth, and physical description.
2. **Your Spouse**—Requests information about your current spouse.
3. **Your Relatives and Associates**—Requests personal information about an individual with whom you have a spouse-like relationship.
4. **Citizenship of Your Relatives and Associates**—Requests citizenship information about a spouse or spouse-like individual who is a U.S. citizens other than by birth or who is an alien residing in the United States.
5. **General Remarks**—Provides additional space for remarks. This area should be reserved for *general* remarks. Specific remarks about a particular entry should be entered in the Optional Remarks associated with that screen. (See Section 4.6.4.2, Optional Remarks, for additional information.)

You can get more information about each of these items from EPSQ's on-line help system while you are entering data. See Section 4.8, Getting Help, for information about on-line help.

4.5.2.6 User Form—Special Investigative Inquiry (SII) Shell

This form has 3 modules. A brief description of the kind of information requested in each module is presented below.

1. **Personal Information**—Requests your name, maiden name (if appropriate), date and place of birth, and physical description.
2. **Your Employment Activities**—Requests information on your current employment. If you are unemployed or were self-employed, you must provide a reference who can verify this status.

3. **General Remarks**—Provides additional space for remarks. This area should be reserved for *general* remarks. Specific remarks about a particular entry should be entered in the Optional Remarks associated with that screen. (See Section 4.6.4.2, Optional Remarks, for additional information.)

You can get more information about each of these items from EPSQ's on-line help system while you are entering data. See Section 4.8, Getting Help, for information about on-line help.

4.5.2.7 Security Information—SSBI, PR, Spouse SAC, or SII (DD Form 1879) (Security Officer Edition Only)

Security Information for a subject's Single Scope Background Investigation (SSBI), Periodic Reinvestigation (PR), Spouse Sac, or SII (Special Investigative Inquiry) (DD Form 1879) has 14 modules. A brief description of the kind of information requested in each module is presented below.

1. **Addresses**—Requests information about the organization originating the request for investigation and the organization to whom the investigation request is being sent.
2. **Request For Information**—Requests the type of investigation required.
3. **Application Status**—Requests the highest level of classified material to which the subject will have access and a billet number, if appropriate.
4. **Investigation Status**—Requests the reason(s) that this investigation is being requested. Up to three reasons may be specified simultaneously.
5. **Citizenship Verification**—Asks whether the subject's citizenship has been verified (and by what document) and if not, why not.
6. **Files Verification**—Asks whether local files, such as personnel and security files, have been verified, the verification date, and any unfavorable information revealed. For military and government employees, EPSQ also asks whether a pre-screening interview has been conducted and the results.
7. **Prior Investigation**—Requests information on any prior investigations of the subject.
8. **Title or Position of Subject**—Requests title or position of the subject. If the subject is in the military, rank and service are required. If the subject is a U.S. Government employee, the grade is required. If the subject is a contractor, the job title is required.
9. **List of Enclosures**—Requests that you provide a list of paperwork accompanying the DD Form 1879, e.g., the subject's User Form, copies of local files verification, results of pre-

screening interview. **NOTE:** The EPSQ system cannot be used to transmit forms that include enclosures. (See Appendix C for a discussion of enclosures. In particular, this appendix describes how to incorporate pre-screening and local files verification results so that enclosures are not needed. This appendix also describes how to handle fingerprint cards, which are *not* considered enclosures.)

10. **Reason for Access to Classified Material**—Requests an unclassified description of the subject's duties that require access to classified material or that warrant this investigation.
11. **History of Government/Military Employment**—Requests you to characterize the accuracy of the Government/military history reported on the subject's User Form. If the information reported is partially incorrect or could not be verified, the reasons are requested.
12. **General Remarks**—Provides additional space for explaining any items for which there was insufficient space. Each continuation item should be identified with the module number to which it corresponds.
13. **Investigation Validity Certification**—Requests name, title, and signature of the person certifying the validity of the request for investigation.
14. **Supervisor's Certification**—If the request is for an upgrade of a currently held clearance or for a Periodic Reinvestigation (PR), the subject's immediate supervisor must indicate whether or not he/she is aware of any adverse information about the subject. The supervisor's response to this question, his/her name, title, telephone number, and the date of his/her signature are recorded in this module. The supervisor must provide a signed document certifying the absence or presence of any adverse information. This signed document must be kept as a part of the subject's security request package in the facility security office. The supervisor need not review the subject's completed User Form.

You can get more information about each item from EPSQ's on-line help system while you are entering data. See Section 4.8, Getting Help, for information about on-line help.

4.5.2.8 Security Information—NAC, ENTNAC, SPR (Security Officer Edition Only)

Security Information for a subject's National Agency Check (NAC), Entrance National Agency Check (ENTNAC), or Secret Periodic Reinvestigation (SPR) has 7 modules. A brief description of the kind of information requested in each module is presented below.

1. **Addresses**—Requests that you verify and/or provide the address to which you send completed EPSQs, the address of the requesting organization, and the address to which the results should be returned.
2. **Type of Investigation**—Requests the type of investigation required (e.g., NAC-Military).

3. **Local Files Check**—Asks whether the results of the local files check were favorable for this subject. If not, you are asked to state the nature of the unfavorable results.
4. **Current Status**—Requests the subject's current employment status.
5. **Citizenship Verified**—Asks whether the subject's citizenship has been verified and if not, why not.
6. **Reason for Request**—Requests up to three reasons why the investigation is being requested, e.g., enlistment, secret or confidential clearance.
7. **Investigation Validity Certification**—Requests name, title, and signature of the person certifying the validity of the request for investigation.

You can get more information about each item from EPSQ's on-line help system while you are entering data. See Section 4.8, Getting Help, for information about on-line help.

4.5.2.9 DISCO Form 562 (Security Officer Edition Only)

The DISCO Form 562 has 7 modules. A brief description of the kind of information requested in each module is presented below.

1. **Type of Action**—Requests the reason(s) why you are preparing this form. Action Types may be combined on the same form if appropriate to the subject's situation. **NOTE:** You cannot combine Action Types E (Administrative Termination), F (Employment Termination), N (Reinstatement), O (Concurrent), or P (Conversion) with any other Action Types. You must prepare a *separate* DISCO Form 562. In addition, you cannot combine B (Downgrade) with Q (Upgrade), or C (Assigned Overseas) with J (Return from Overseas) on the same form.
2. **Personal Information**—Requests *current* and *correct* general personal information about the subject. Note that if previously created DISCO Form 562s existed in EPSQ for the specified SSN when you began creating this form, you may choose to copy the Personal Information from the *most recent* DISCO Form 562 into the new form you are preparing. If so, copied information appears here for you to modify to current and correct information. If no previous DISCO Form 562s existed for the subject when you began creating this form, but an SF86 or SF85P *did* exist in the EPSQ for that SSN, you may choose to copy general information about the subject from that form into the DISCO Form 562 you are preparing. If so, this copied information appears here for you to modify to the current and correct information.
3. **Other Names**—Requests any other names the subject may have used during his/her life. Maiden name should not be entered here—it is requested in the Personal Information module.

4. **Employer Information**—Requests the name, address, Commercial and Government Entity (CAGE) code, and telephone number of the organization originating the DISCO Form 562. The name and address default to the name and address entered in Originator Address on the Utilities menu, but this information may be modified as needed.
5. **Clearance Information**—For certain types of actions, requests information about the clearance held by the subject. Information about a requested clearance for the subject is also recorded here, if appropriate.
6. **General Remarks**—Provides additional space for explaining any items in the DISCO Form 562 for which there was insufficient space. Each continuation item should be identified with the module number to which it corresponds.
7. **Security Officer Information**—Requests the name of the security officer responsible for submitting the DISCO Form 562 and the date he/she signed the form.

You can get more information about each item from EPSQ's on-line help system while you are entering data. See Section 4.8, Getting Help for information about on-line help.

4.6 ENTERING DATA

EPSQ uses the simplest possible data entry process. The following sections describe the main tool bar buttons and corresponding keys; navigation menu and keys; and edit keys. In addition, details on how the remarks screens work are provided.

4.6.1 Main Tool Bar

EPSQ allows you to click the main tool bar buttons with your mouse to execute activities such as calling the help system. Alternatively, you can use the corresponding function keys or accelerator keys listed.

Button	Function Key	Accelerator Key	Effect
<u>N</u>ext	[PgDn]	[Alt]-N	Moves your cursor to the first field of the previous screen.
<u>P</u>revious	[PgUp]	[Alt]-P	Moves the cursor to the first field of the next screen.
<u>D</u>elete	[F5]	[Alt]-D	Deletes the displayed entry. You can use this button/key to delete one or more screens of related information. For example, if you enter information incorrectly about a residence, you can delete all the information about that residence simply by displaying that screen and clicking the Delete button, pressing [F5] , or pressing [Alt]-D .
<u>R</u>emarks	[F2]	[Alt]-R	Displays a screen where you can enter optional remarks concerning the displayed data entry screen. These remarks are printed with the information about that section of the form. For more information about remarks screens, see Section 4.6.4, Using the Remarks Screens.
<u>H</u>elp	[F1]	[Alt]-H	Displays help for the field your cursor is occupying. You can use the buttons (or their associated accelerator keys) on the help screen to view other help features. For more information on the help system and its tool bar, see Section 4.8.2, On-line Help.
<u>E</u>xit		[Alt]-X	Moves your cursor to the module list from any data entry or remarks screen. If you then press [Esc] or select [Exit] from the module list, you are returned to the DSS logo screen where the main menu bar is active.

4.6.2 Navigation Menu and Keys

As you use EPSQ, you also need the ability to move around. Be aware that whenever you move out of a field, whether to another field, another screen, or another module, EPSQ automatically saves any data you have entered.

The Navigation pull-down menu has five options, each with a corresponding function key, that are used to move around the application. In addition, the **[Enter]**, **[Tab]**, and **[Shift]-[Tab]** keys allow you to move around inside a data entry screen. Finally the **[Up/Down Arrows]** allow you to move up and down pull-down menus and lookup lists. The following table describes these options/keys in more detail.

Navigation Menu	Navigation Key	Effect
New Entry	[F7]	Displays a blank data entry screen for adding another entry to a series. For example, in Where You Have Lived, you probably will need to enter data on several residences.
Previous Entry	[F8]	Moves your cursor to the first field of the previous entry. For example, in Where You Have Lived, you are required to enter data on a set of several screens, all of which relate to the same residence. To move from <i>any screen</i> in one set to the <i>first screen</i> of the previous set, press [F8] or select New Entry .
Next Entry	[F9]	Moves your cursor to the first field of the next entry. For example, in Where You Have Lived, you are required to enter data on a set of several screens, all of which relate to the same residence. To move from <i>any screen</i> in one set to the <i>first screen</i> of the next set, press [F9] or select Next Entry .
Previous Module	[F10]	Moves your cursor to the first field of the first screen of the previous module. For example, if your cursor is resting in a field on any screen in Where You Have Lived and you press [F10] (or select Previous Module), your cursor moves to the first field of Citizenship.
Next Module	[F11]	Moves your cursor to the first field of the first screen of the next module. For example, if your cursor is resting in a field on any screen in Where You Have Lived and you press [F11] (or select Next Module), your cursor moves to the first field of Your Employment Activities.
	[Enter] or [Tab]	Moves your cursor to the next field.

Navigation Menu	Navigation Key	Effect
	[Shift]-[Tab]	Moves your cursor to the previous field.
	[Up Arrow]	Moves your cursor up to highlight a pull-down menu item or an item on a module list.
	[Down Arrow]	Moves your cursor down to highlight a pull-down menu item or an item on a module list.

4.6.3 Editing Keys

Editing keys help you modify information within an individual field. They are "correction keys."

Edit Key	Effect
[Insert]	Toggles between Insert and Replace character modes. <i>Replace</i> allows you to type over displayed data with new data, beginning at the current cursor position. <i>Insert</i> allows you to insert data at the current cursor position. EPSQ starts automatically in Replace mode and remains in that mode unless you press the [Insert] key.
[Delete]	Deletes the character at the current cursor position.
[Backspace]	Deletes the character immediately to the left of the current cursor position.

4.6.4 Using the Remarks Screens

In addition to its standard data entry screens, EPSQ provides two kinds of remarks screens for entering additional narrative information, required remarks and optional remarks. As you enter narrative information, the text automatically wraps to the next line, as needed. If the material you enter extends to more than one screen, the display automatically advances so you can enter more text. The following sections discuss these screens.

4.6.4.1 Required Remarks

Required remarks are those remarks screens that automatically follow certain Yes/No questions. If you answer these questions "Yes," validation requires that you enter additional information on these remarks screens. The main tool bar buttons **Next**, **Previous**, **Help**, and **Exit** (and their corresponding function keys, and/or accelerator keys) operate as described in Sections 4.6.1, as

do all the editing keys described in Section 4.6.3. Use **[PgDn]** and **[PgUp]** to move through multiple screens of the same remarks.

4.6.4.2 Optional Remarks

Optional remarks are remarks screens that you can invoke in any of the user forms by pressing the main tool bar **Remarks** button (or **[F2]** or **[Alt]-R**). Yes/No indicator screens and required remarks screens do not permit entry of optional remarks. On these screens, none of the main tool bar buttons or navigation options are available. You can use **[PgDn]** and **[PgUp]** to move through multiple screens of the same remarks. The editing keys described in Section 4.6.3 all operate as described. To leave an optional remarks screen, select **[OK]** (saves any new information entered) or **Cancel** (does not save) and you are returned to the screen from which you selected **Remarks**.

4.7 DATA ENTRY EDIT CHECKS

EPSQ performs edit checking as you enter data. Adherence to certain entry rules is verified as your cursor leaves a field. If you violate one of the following rules, you receive an error message, and you must correct the error before proceeding:

- Names have several edit criteria:
 - Suffix should be used for additional designations such as Jr, Sr, II(2nd), or III(3rd), where applicable. [EXAMPLE: JAMES NMN SMITH JR]
 - If the first name or middle name consists of an initial only, enter the initial(s). In addition, if the name has no suffix, indicate the use of initial(s) by entering **IO** in the suffix. [EXAMPLE: J P SMITH IO]. However, if the name has a suffix, entering the suffix takes priority and IO should be omitted. [EXAMPLE: C L JONES III]
 - If appropriate, you can use spaces, apostrophes ('), hyphens (-), and periods(.) within a name. [EXAMPLES: CAROL ANN ST. JAMES or MARY LISA O'GRADY or JEAN NMN JENKINS-SMITH]
 - The name field sizes are: first name-40 characters, middle name-20 characters, last name-40 characters, suffix-4 characters. If the first name, middle name, or last name is longer than its corresponding field size, truncate that part of the name and include the complete name in Optional Remarks for that screen.
- Addresses also have edit criteria:
 - If you enter a valid abbreviation (e.g., **MD** for Maryland) in the State field, EPSQ automatically fills in **UNITED STATES** for the Country Name. Note that when addresses in the United States are printed, Country Name is not printed.

- In addition to the standard state abbreviations (the 50 states plus DC (District of Columbia)), the standard abbreviations for U.S. territories are included in the State lookup list. If, for example, you need to enter “Guam”, you should enter this information in the State field by selecting the abbreviation (GU) from the State lookup list. Use these abbreviations rather than entering territory names in the Country field. See Appendix K for a complete list of the territory abbreviations included on the State lookup list.
- Dates must be entered in the format YYYY/MM/DD. For example, January 18, 1947 would be 1947/01/18. Your own birth date must be entered completely. Other dates can be entered as YYYY/MM/?? if you are unsure of the day. Estimate the month if you are unsure. For example, a date you believe to be in January 1947 would be entered as 1947/01/??.
- No dates can be earlier than your birth date except your spouse’s birth date and those dates concerning your family members and associates.
- For date ranges (e.g., in Where You Have Lived), you record the period at a particular address as From: 1947/01/18, To: 1947/02/02. In these cases, the "To" date must be later than the "From" date. In addition, for those modules defined by the scope of the question, the To date must be more recent than the limit specified. (For example, if the question begins “In the last 10 years, have ...?”, the "To" date entered must be more recent than 10 years ago or your 16th birthday, whichever is more recent.
- If a date range has no end date (e.g., you are recording your current residence or current employment), enter PRES in the "To" field to indicate continuation to today.
- For a field that has a lookup list, you can only enter values included on the lookup list. The only exception to this rule is the Country field. You are permitted to enter a country name that is not on the list but are prompted to make sure you have entered it correctly.
- Yes/No questions must be answered with Y or N. For limited choice questions—such as those requiring entry of 1,2,3,4, or 5—EPSQ does not accept anything else.
- If you change your answer for a Yes/No question, EPSQ warns you that any data associated with the previous answer will be cleared when you validate your data using the validation routine (see Section 4.9, Validating Your Input). You do not need to clear this related data yourself. However, if you should change your mind again *before* validation and change your answer back, you do not need to re-enter the original associated data.

In addition to these checks performed by EPSQ while you enter data, a number of other checks are performed when you validate your data. See Section 4.9, Validating Your Input, for more information on these additional validation checks.

4.8 GETTING HELP

EPSQ provides a comprehensive series of on-line aids to make your job easier. As you move from item to item, a message, called a *prompt*, is displayed at the bottom of the screen giving you more information about the data required. A detailed *on-line help* system is provided that you can access by pressing a single button. For each individual data item on a screen, specific information about that item is provided in the *field-level* help. In addition, general information about each screen is provided in the *screen-level* help, which can be invoked from any field on that screen. Finally, for some data items, a list of acceptable entries, called a *lookup list*, can be displayed to help you choose the appropriate entry. All these features help you enter data more accurately—*the first time*.

4.8.1 Field Prompts

EPSQ's field prompts provide instant, brief explanations of what kind of data you should enter in a particular field. Each time you move to a new field, the appropriate prompt for that field appears in the message bar at the bottom of the screen. In most cases, these prompts provide all the information you need to enter correct data. However, if you want more information or explanation, EPSQ provides a comprehensive on-line help system. This system is described below.

4.8.2 On-line Help

You can access EPSQ's on-line help system at any time by clicking the **H**elp button, or pressing [F1] or [Alt]-H). The system includes specific information about a particular field called *field-level help*. In addition, more general information about the entire screen is provided in the *screen-level help*. The following paragraphs describe how to access and use these aids. Also described is the "help on help"—more information about the help function itself. If, after using all the help resources, you are still unsure about what information is required or have special concerns about completeness or accuracy of the data you can provide, contact your security officer.

4.8.2.1 Help Tool Bar

On-line help uses its own four-button tool bar, located at the top of the screen. In addition, two other navigation buttons are located at the lower right. Finally the slide bar on the right side of the text allows you to scroll quickly back and forth through the help text. The following table describes these features in more detail.

Button	Accelerator Key	Effect
<u>F</u>ield	[Alt]-F	Displays help for the field your cursor was occupying when you entered the help system.

Button	Accelerator Key	Effect
<u>S</u>creen	[Alt]-S	Displays help for the screen you were on when you entered the help system. In addition, a list of all the fields on the screen is provided. If you select <i>any</i> field on this list using your mouse (or by moving your cursor to the item and pressing [Enter]), the field-level help is displayed for that field.
<u>T</u>opics	[Alt]-T	Displays a list of modules for all the forms. If you select <i>any</i> module on this list using your mouse (or by moving your cursor to the item and pressing [Enter]), the general help information is displayed for that module.
<u>H</u>elp	[Alt]-H	Displays information about the help system itself, including the information in this table.
<u>B</u>ack	[Alt]-B	Re-displays the last screen of help you displayed before the current one. Allows you to toggle between two levels of help. For example, if you display help for the First Name field, select <u>S</u>creen and display the screen level help, and then select <u>B</u>ack ; the help for the First Name field is redisplayed.
<u>E</u>xit	[Alt]-X	Returns you to the screen from which you launched <u>H</u>elp placing your cursor in the field you were in.
(slide bar)	PgDn	Scrolls down through any additional screens in the <i>current level</i> of help.
(slide bar)	PgUp	Scrolls up through any previous screens in the <i>current level</i> of help.

4.8.2.2 Field-level Help

In the process of entering data, you may come to a field where you are unsure what kind of data is required. With your cursor resting in that field, first read the prompt in the message bar. If you still are unsure, select **Help**. EPSQ immediately displays pertinent information about that field—formatting instructions, examples, or additional explanation of the field. Use the slide bar or **[PgUp]/[PgDn]** keys to browse through the help text. To return to the data entry screen, select **Exit**. Your cursor will still be resting in the same field, ready for you to enter data. **NOTE:** For those screens that contain only one field (e.g., yes/no questions, remarks screens), all pertinent information is provided in the screen-level help (see Section 4.8.2.3). For this reason, in these cases, screen- and field-level help are identical.

4.8.2.3 Screen-level Help

In addition to field-level help, EPSQ provides general information about each screen in the screen-level help. Some of the information is the same as that which appears in the field-level help but is worded differently to provide a more general description. When you access the screen-level help, your cursor can be in any field on that screen—screen-level help is the same for all fields on that screen. To display screen-level help, select **H**elp and then **S**creen. Use the [PgUp] and [PgDn] keys to browse through the help text. To return to the data entry screen, select **E**xit. **NOTE:** For those screens that contain only one field (e.g., yes/no questions, remarks screens), all pertinent information is provided in the screen-level help. For this reason, screen- and field-level help are identical.

Screen-level help provides another convenient feature. Listed at the bottom of the screen-level help are the names of all the fields for that screen. If you want to check information on any field, you can click on that field name (or move your cursor to that name and press [Enter]) and the field-level help for that field is displayed.

4.8.2.4 Help Topics and Help on Help

EPSQ's on-line help system also provides some additional general information about how EPSQ works and about the help system itself. If you select **H**elp from the any screen and then **T**opics, a list of the modules for all forms is displayed. To select a topic, click on that topic (or move your cursor to that name and press [Enter]) and a description of that module is displayed.

To display the help system's help on itself, select **H**elp on the data entry screen and then **H**elp on the help screen.

4.8.3 Lookup Lists

Some fields in EPSQ have a very specific set of "right answers" you can enter. For example, there is a specific set of permitted state codes, and these must be entered as the standard two-letter abbreviations. If you enter something other than one of these correct abbreviations, you receive an error message and cannot proceed until you correct the error. However, EPSQ provides helpful *lookup lists* of the valid entries so that you never receive one of these messages.

Most of the fields that have lookup lists require entries of codes or abbreviations. If EPSQ provides a lookup list for the field your cursor is in, a small "down-arrow" in a box appears to the right of the field. To display the lookup list, click on the arrow-box symbol or place your cursor in the desired field and press [Alt]-[Down Arrow]. To select a value for insertion into the field, use the mouse to double-click your choice, or highlight your selection using the [Up Arrow] / [Down Arrow] keys and press [Enter]. EPSQ automatically returns you to the data entry screen and inserts the selected value in the field.

The Country fields allow you to enter the desired country name with a minimum amount of typing. As you type each letter of the name, EPSQ scans the list looking for the closest match.

When you have typed in enough of the name to make a correct match, you can simply press **[Enter]** to move on to the next field. For example, to enter “BERMUDA”, you need only type “BER” and the system finds and displays “BERMUDA.” In addition, if you need to enter a country name that is not on the list, you can enter that name and confirm your entry when requested by the system. This last feature is only available in Country fields.

4.9 VALIDATING YOUR INPUT

At any point in the entry process, you can ask the system to validate the data you have already entered. This feature helps you check your entries by generating a list of errors and incomplete data. You can then use this list as a reference for modifying your entries before submitting the data to your organization's security officer.

4.9.1 Validating, Viewing, and Printing Current Data

To validate your User Form, select **User Form** from the Validation pull-down menu. A Government or contractor security officer may also select **Security Information**. Enter the SSN and click OK or press **[Enter]**. Contractor security officers may also select **DISCO Form 562**, choose the desired form and click OK or press **[Enter]**. EPSQ validates your entries for the form selected and reports the number of errors.

At this point you can select **Printer** or **Screen** and press **[Enter]** to direct your output. If you select **Printer**, EPSQ automatically prints the validation report at your printer.

If you select **Screen**, the validation results are displayed on your PC screen. After viewing the results on the screen, you can, prior to exiting, print the results without saving, save the results to a text file, or exit without saving.

Items on the validation report are listed in the same order as they appear on the module list. You can validate as many times as necessary, correcting and repeating the validation until your data validates perfectly.

During validation, EPSQ performs a wide variety of checks including but not limited to:

- All Yes/No questions must be answered.
- If your answer to a Yes/No question requires entry of supporting data, data must appear in the appropriate fields.
- If a series of dates must be continuous, no gaps can occur. For example, SF86 and SF85P entries in Your Employment Activities must cover the past 10 years or go back to your 16th birthday, whichever is the shorter period. If you were unemployed for any period, you must enter this information for that period.
- Line 1 of any required address must be entered.

- The names used in the People Who Know You Well module should not be used elsewhere in your EPSQ data.
- You must enter your own name, and your spouse's name if you are married, separated, or legally separated. (If you are completing the SF86 User Form, you must also record the name(s) of former spouse(s).) In general, blank names are not permitted. If a person's name has no middle name/initial, you should enter **NMN**. If you do not know the first name and/or middle name, enter **UNK** for one or both. [EXAMPLES: JOHN UNK SMITH or UNK UNK CALDWELL]. ***Exception:*** An entry must appear for your father and mother. If you do not know the name of your father and/or mother (e.g., you are adopted and do not know the name(s) of your biological parent(s)), enter "UNK" for the first name and leave the remainder of the entry blank.
- If you are completing the SF86 or Spouse SAC Shell, you must record the information requested in Citizenship of Your Relatives and Associates for certain close relatives/associates who are U.S. citizens not by birth or are aliens residing in the U.S.
- Although EPSQ does not validate the internal contents of addresses, you should enter APO addresses using the following format. For APO addresses, enter the unit name in Address line 1 and the APO designation (e.g., APO-AE for Europe) in Address line 2. Enter the APO number (without "APO") in the ZIP OR FPC field. Do not use the State field. In the Country field, enter the actual country location.

EPSQ's validation routine significantly reduces both the rejection rate and processing time because you submit error-free, complete information to your security officer. In turn, your security officer can validate his/her entries so that all information transmitted to DSS is accurate and contains no gaps.

4.9.2 Viewing or Deleting Previously Generated Validation Files

If you have previously saved validation results to a file, you may view these results or delete the file. To view a validation file, click on a file in the list displayed on your PC screen and select **Ok**. The validation results will be displayed on the screen. To delete a validation file, click on a file in the list displayed on your PC screen and select **Ok**. You will be prompted to make sure that you want to delete the file.

4.10 PRINTING YOUR INPUT

Although you can print copies of the appropriate form at any time, it is recommended that you do this only after you have successfully validated your data.

4.10.1 Generating, Viewing, and Printing Current EPSQ Forms

To print the appropriate form, select **User Form** or **Security Information** (Security Officer Edition Only) from the Reports pull-down menu. Enter the SSN and click OK or press **[Enter]**. Contractor security officers can also select **DISCO Form 562** from the Reports menu, highlight the desired form, and click OK or press **[Enter]**.

At this point you can select **Printer** or **Screen** and click OK or press **[Enter]** to direct your output. If you select **Printer**, EPSQ automatically generates and prints the appropriate form at your printer. If you have successfully validated your data prior to printing, you can now sign the form and the accompanying Authority for Release of Information and Records and give them to your security officer along with the electronic version. (See Section 4.11, Preparing to Transfer Your Input, for instructions on preparing the electronic version.) The printed, signed version you submit must be *identical* to the electronic version.

If you select **Screen**, the form is generated and displayed on your PC screen. After viewing the form on the screen, you can, prior to exiting, print the form without saving, save the results to a text file, or exit without saving.

If you have printing problems, see Section 7, Troubleshooting.

4.10.2 Viewing or Deleting Previously Generated Report Files

If you have previously saved a report to a file, you may view the report or delete the file. To view a report file, click on a file in the list displayed on your PC screen and select **Ok**. The report will be displayed on the screen. To delete a report file, click on a file in the list displayed on your PC screen and select **Ok**. You will be prompted to make sure that you want to delete the file.

4.11 PREPARING TO TRANSFER YOUR INPUT

After validating your data, you need to transfer your data to your security officer. EPSQ provides three options:

- **Diskette Method**—Use this method if you want to give your security officer a diskette containing the file (ie *filename.zdb*) associated with your EPSQ form.
- **Email Method**—Use this method if you want to attach your file (ie *filename.zdb*) to an email and send it to your security officer.
- **Network Method**—Use this method if you want to place your prepared EPSQ file (ie *filename.zdb*) on a local area network.

NOTE: Consult your security officer to determine which method you should use.

4.11.1 Diskette Transfer Method

To give your EPSQ data to your security officer on diskette, perform the following steps (Same as “Prepare\Unprepare Form” in EPSQ 1.2):

:

1. Format and label a 3-1/2 inch high density diskette.
2. Select **Transmit User Form to Subject/Security Officer** from the Communications pull-down menu.
3. Select the letter of the drive that contains the diskette you formatted.
4. Select a file name you wish to call the prepared file (*ie filename.zdb*) and press **[OK]**.
5. You are informed of the name and location of the file you prepared. Give the diskette (and your password) to your security officer. Contractor employees are given the option to select a second password that protects the privacy portion of the User Form. It is not necessary to provide this second password to the Security Officer. Because the information you have entered into the EPSQ system is still resident on your computer and is governed by the Privacy Act, you should take steps to protect this information. Section 5 of this manual discusses how best to do this.

When the security officer receives the subject's data on diskette, he/she performs the following steps (Same as “Prepare\Unprepare Form” in EPSQ 1.2):

1. Select **Receive User Form from Subject/Security Officer** from the Communications pull-down menu.
2. Select the letter of the drive that contains the diskette.
3. Select file name to be Imported (i.e. filename.zdb), press **[OK]**
4. Select name(s) to be imported from pick list.
5. Enter Subject's password when prompted, and press **[OK]** to import
6. Complete and validate all security information.
7. Prints copies and obtains the subject's signature.
8. Signs the copies.

For information on transmitting data to DSS or DISCO, security officers should read Section 6, Communications.

4.11.2 Email Transfer Method

To send your EPSQ data to your security officer via email, perform the following steps (Same as “Prepare\Unprepare Form” in EPSQ 1.2):

:

1. Select **Transmit User Form to Subject/Security Officer** from the Communications pull-down menu.
2. Select a drive letter and directory where the prepare file will be saved.
3. Select a file name you wish to call the prepared file (*ie filename.zdb*) and press **[OK]**.
4. You are informed of the name and location of the file you prepared. Prepare an email to your security officer and attach the prepared file (*ie filename.zdb*). You must also provide your password to your security officer. Contractor employees are given the option to select a second password that protects the privacy portion of the User Form. It is not necessary to provide this second password to the Security Officer. Because the information you have entered into the EPSQ system is still resident on your computer and is governed by the Privacy Act, you should take steps to protect this information. Section 5 of this manual discusses how best to do this.

When the security officer receives the subject's email with the prepared file attached, he/she performs the following steps (Same as “Prepare\Unprepare Form” in EPSQ 1.2):

1. Copy the attached prepared file (*ie filename.zdb*) to a known directory.
2. Select **Receive User Form from Subject/Security Officer** from the Communications pull-down menu.
3. Select the drive and directory that contains the prepared file.
4. Select file name to be Imported (i.e. filename.zdb), press **[OK]**
5. Select name(s) to be imported from pick list.
6. Enter Subject's password when prompted, and press **[OK]** to import
7. Complete and validate all security information.
8. Print copies and obtain the subject's signature.
9. Signs the copies.

For information on transmitting data to DSS or DISCO, security officers should read Section 6, Communications.

4.11.2 Network Transfer Method

To send your EPSQ data to your security officer via a Local Area Network (LAN), perform the following steps (Same as “Prepare\Unprepare Form” in EPSQ 1.2):

:

1. Select **Transmit User Form to Subject/Security Officer** from the Communications pull-down menu.
2. Select a LAN drive letter and directory where the prepare file will be saved.
3. Select a file name you wish to call the prepared file (*ie filename.zdb*) and press **[OK]**.
4. You are informed of the name and location of the file you prepared. Provide the filename, location of file and your password to your security officer. Contractor employees are given the option to select a second password that protects the privacy portion of the User Form. It is not necessary to provide this second password to the Security Officer. Because the information you have entered into the EPSQ system is still resident on your computer and is governed by the Privacy Act, you should take steps to protect this information. Section 5 of this manual discusses how best to do this.

When the security officer receives notification of the prepared file’s name and LAN location, he/she performs the following steps (Same as “Prepare\Unprepare Form” in EPSQ 1.2):

1. Select **Receive User Form from Subject/Security Officer** from the Communications pull-down menu.
2. Select the LAN drive letter and directory that contains the prepared file.
3. Select file name to be Imported (i.e. filename.zdb), press **[OK]**
4. Select name(s) to be imported from pick list.
5. Enter Subject’s password when prompted, and press **[OK]** to import
6. Complete and validate all security information.
7. Print copies and obtain the subject's signature.
8. Signs the copies.

For information on transmitting data to DSS or DISCO, security officers should read Section 6, Communications.

4.12 CONVERTING EPSQ 1.2 DATA TO EPSQ 2.0 (SECURITY OFFICER EDITION ONLY)

This option (only available in the Security Officer Edition of EPSQ 2.0) allows you to load EPSQ data created using EPSQ Version 1.2 in EPSQ common data structure (CDS) format into EPSQ 2.0 on your computer. To utilize this feature, you must first unload the desired form(s) from the EPSQ Version 1.2 database into a CDS file.

Preparing EPSQ 1.2 (for DOS) data for conversion to EPSQ 2.0 data

1. Start the EPSQ 1.2 (for DOS) application
2. Select the Utility pull-down menu in EPSQ 1.2.
3. Select **Unload Form to CDS Format**.
4. Select drive letter by pressing right & left arrow keys **[Enter]**
5. Select directory where prepared file will be stored **[Enter]**
6. Type in file name. **BE SURE** to give the file name a CDS extension (*ie filename.cds*).
7. Press **[Enter]** to select the | delimiter.
8. Press **[Enter]** to select Form (Arrow down to highlight filename, press spacebar to select).
9. Press **[Enter]** to begin processing.

The prepared CDS file (see above) may now be loaded into EPSQ 2.0. using the “Load EPSQ 1.2 Data option” found under the Utilities/System Administration pull-down menu. **Do NOT attempt to use the Load Form from CDS Format option in the Utilities pull-down menu, as it is intended for loading EPSQ 2.0 CDS data only.**

Load EPSQ 1.2 (for DOS) data into EPSQ 2.0 (for Windows®)

1. Start the EPSQ 2.0 (for Windows®) Security Officer application
2. Select the Utilities pull-down menu
3. Select System Administration.
4. Select **Load EPSQ 1.2 Data**
5. Select directory where the prepared 1.2 file is located. Filename **MUST** have a .cds extension (see step 6, above).
6. Highlight file to be imported and press **[OK]** to begin processing.

4.13 UTILITIES

The Utilities menu includes a variety of EPSQ maintenance functions.

4.13.1 System Configuration

This option includes five functions:

- **Data File Location:** Allows you to specify the location of your EPSQ data files. EPSQ assumes your data files are collocated with the application itself (EPSQ.EXE) unless you select this option and change the location. For example, use this option if your

organization uses EPSQ in a LAN environment where copies of the application reside on the users' PCs and the data files reside on the LAN server.

To change a default file location, perform the following steps:

1. Select desired File Location Setting : Data, Import, Export or Image File
 2. Type in new path statement (i.e. r:\epsqsub\data) (Path must exist before it is entered)
 3. Press [Filter] button
 4. Press [OK] button
- **Import File Location***: Allows you to specify the initial location where EPSQ will look for data files to be imported. (See detailed instructions, above).
 - **Export File Location***: Allows you to specify the initial location where EPSQ will store exported data files. (See detailed instructions, above).
 - **Image File Location**: Allows you to specify the initial location where EPSQ will look for files containing the image of the subject's signed release. (See detailed instructions, above).
 - **Printer Setup**: Allows the user to select the printer to be used for reports.

* (Although available in Subject Edition, they are only applicable to the Security Officer Edition)

4.13.2 Reindex Data Files

This option allows you to reindex all your EPSQ data files. Over time, security officers, in particular, will find that EPSQ runs more slowly on their PCs. This occurs because many deletions and updates lead to inefficient use of file space. You can easily correct this problem by reindexing your files.

NOTE: If you are running EPSQ over a network, reindexing can only occur if all other users log out. If you try to reindex while others are using the system, you receive a message to contact your security officer. Security officers should then request that all users log off and then run the reindex function himself/herself. When reindexing is complete, users can log back in and continue working.

4.13.3 Delete User Form

This option allows you to delete a User Form. If Security Information has also been entered for the associated SSN, then the security information form is also deleted. If that User Form is an SF85P with an associated SF85P-S, the SF85P-S is also deleted at the same time. A contractor security officer can also delete a DISCO Form 562.

4.13.4 Load Form from CDS Format (Security Officer Edition Only)

This option allows you to copy EPSQ data in EPSQ 2.0 common data structure (CDS) format onto your computer. Before using this function, consult the EPSQ Common Data Structure Format User's Manual. Contact the Customer Service Center (see Section 1.3) for a copy of this manual. **Warning:** Only load data into *empty* EPSQ data files. Otherwise, erroneous data may corrupt existing data. The data from the CDS file is loaded with the EPSQ data files without checking for duplication.

4.13.5 Unload Form from CDS Format (Security Officer Edition Only)

This option allows you to copy data from the EPSQ system on your computer to a CDS formatted file. Before using this function, consult the EPSQ Common Data Structure Format User's Manual. Contact the Customer Service Center (see Section 1.3) for a copy of this manual.

4.13.6 Originator's Address (Security Officer Edition Only)

This option allows you to modify your organization type (contractor or military/Government) or your organization address.

4.13.7 Passwords

This option includes two functions:

- **Login Password** (Security Officers)/ **First Password** (Subjects): allows you to change your login password. You must be logged using your old password to use this function.
- **Second Password** (Subjects at Contractor Facilities Only)/**Remove Second Password** (Security Officers): If you are a subject at a contractor facility and are completing an SF86, you can also establish a second password to protect modules 17-42 of that form from being viewed by anyone else, including the security officer. Security Officers at Government/military facilities may remove the second password if it has been erroneously used by a Government/Military applicant. (Security Officers must obtain second password from applicant).

4.13.8 System Administration (Security Officer Edition Only)

This submenu includes 5 options:

- **Security Officer Users:** Allows a security officer with administrative privileges to add, modify privileges, or delete security officers from the EPSQ system. Note that a security officer with administrative privileges cannot delete himself/herself. This security measure prevents the situation where there is no user who has administrative privileges.

- **View Logged In Users:** Allows security officers to view a list of all users on the system, including both subjects and security officers. Should an instability in the system occur or a user is having system problems, a security officer can use this function to clear (remotely log out) a user from the system. Simply highlight the desired user and click Clear.
- **Import User Form:** This option allows you to transfer the files containing the User Form data from a floppy diskette or other file location to the EPSQ system you are currently using.
 1. Select Import\Export User Form from the Utility Menu
 2. User must create and/or type in target directory where export will go. (i.e. a:\temp*). The import directory is normally pointed to the Subject's EPSQ directory on the LAN
 3. Press [Filter] button
 4. Press [OK] button
 5. Select file(s) to be imported or exported.
 6. Press OK
- **Export User Form:** This option allows you to transfer the files containing the User Form data from the EPSQ system you are currently using to a floppy diskette or other file location. (See detailed instructions, above)
- **Load EPSQ 1.2 Data:** Allows security officers to load EPSQ data created using EPSQ Version 1.2 in EPSQ common data structure (CDS) format onto your computer.

4.14 EXITING EPSQ

To exit EPSQ from anywhere, press [Esc], or click on the **Exit** button, on each subsequent screen until the EPSQ logo screen displays. Select **Exit** from the main menu bar and then **Quit EPSQ** from the pull-down menu. To protect EPSQ data on your computer, see Section 5, Protecting Your Data.

5. SAFEGUARDING YOUR DATA

To safeguard EPSQ data, you should consider three distinct aspects: security, backing up, and archiving. *Security* concerns the need to protect that data from unauthorized access. Equally important is *backing up*, which assures the data's integrity and protects it from loss. Finally, *archiving* allows you to delete old forms from the active list after having stored them for future reference and possible restoration. The following sections discuss methods for providing these safeguards.

5.1 SECURING YOUR DATA

EPSQ data should be protected as carefully as you would any other personal information. You may wish to remove the information from your computer. The easiest way to do this is to export copies of the files and then delete the data from your PC. Use the following steps:

1. Format and label a 3-1/2 inch high density diskette.
2. Select **Transmit User Form to Subject/Security Officer** from the Communications pull-down menu.
3. Select the letter of the drive that contains the diskette you formatted.
4. Select a file name you wish to call the prepared file (*ie filename.zdb*) and press **[OK]**.
5. Perform the appropriate action:
 - Subject Edition: Press **[OK]** to proceed.
 - Security Officer Edition: A list will be displayed. Select the file(s) you wish to remove. Use the Shift Key+ Left Mouse Button to select multiple files. Press **[OK]** to begin preparing the file. You are informed of the name(s) and location of the file(s) you prepared. Remove the diskette from the disk drive and store in a secure location.
6. To back up DISCO 562 forms (Security Officer Only), perform the following steps:
 - Format and label a 3-1/2 inch high density diskette.
 - Select **Unload Form to CDS Format** from the Utilities pull-down menu.
 - Select the letter of the drive that contains the diskette you formatted.
 - Select a file name you wish to call the prepared file (*ie filename.cds*) and press **[OK]**.
 - A list will be displayed. Select the file(s) you wish to remove. Use the Shift Key+ Left Mouse Button to select multiple files. Press **[OK]** to begin preparing the file.
 - Remove the diskette from the disk drive and store in a secure location.
7. Select **Delete Form** from the Utilities pull-down menu.
 - Select form type (User form or DISCO 562 (Security Officer Edition Only)).

- Select file(s) to be deleted (Use Shift Key+ Left Mouse Button to select multiple files) .
- Press Yes to confirm deletion.

You can quickly retrieve the data from the diskette. When you need the data, select **Receive User From Subject/Security Officer** (.zdb file extensions) or **Load Form from CDS Format** (DISCO 562 Forms (.cds file extensions)). These options are found on the Communications and Utilities pull-down menus.

5.2 BACKING UP YOUR DATA

The data files where EPSQ information is stored on your personal computer (PC) can be corrupted by an interruption in your electrical power, a disk write error, inadequate memory, and other factors. If any of these problems occur, some of the data may be restorable, but in some cases the information for the entire form can be lost.

Consequently, it is in your best interest to back up your data routinely. Backing up your data includes placing a copy of the User Form, Security Information form, and/or DISCO Form 562(s) on a diskette to be stored in a safe, secure place. Backing up data is not time consuming and is well worth your effort. If you are not removing your data as suggested in Section 5.1, you should be backing up your data (at least) each day you use EPSQ. Perform the following steps to back up your data:

1. Follow steps 1 through 6 in Section 5.1, Securing Your Data. You may wish to place the prepared file on a diskette (as described above) or on your hard drive.
2. Remove the diskette (if applicable) from the disk drive when you are finished.
3. Label the diskette “Backup” and write the necessary information (e.g., social security numbers) to identify the forms you stored on it.
4. Store the diskette in a secure place, in accordance with your local regulations for Privacy Act Data.
5. **DO NOT** do Step 7 in Section 5.1.

5.3 ARCHIVING YOUR DATA

It is not necessary or advisable to keep old EPSQ forms on your hard disk. Archiving is a process of placing a copy of any form on a diskette to be stored in a safe, secure place, and then deleting these archived forms from your hard disk. Perform the following steps to archive your data:

1. Follow steps 1 through 7 in Section 5.1, Securing Your Data.
2. Remove the diskette from the disk drive when you are finished.

3. Label the diskette “Archive” and write the necessary information (e.g., social security numbers) to identify the forms you stored on it.
4. Store the diskette in a secure place, in accordance with your local regulations for Privacy Act Data.

You can quickly retrieve the data from the diskette. When you need the data, select **Receive User From Subject/Security Officer** (.zdb file extensions) or **Load Form from CDS Format** (DISCO 562 Forms (.cds file extensions)). These options are found on the Communications and Utilities pull-down menus.

6. COMMUNICATIONS

The communications menu includes the EPSQ functions used to transmit a User Form between a subject and a security officer, to transmit the certified User Form and Security Form to DSS, and to transmit validated DISCO 562 forms to DSS. *Please Note: All transmitted forms and information stored within the EPSQ 2.0 application is protected using encryption technology.*

6.1 CERTIFY USER FORM

This option allows a security officer to certify that he/she has signed a printed copy of the Security Form and that the subject has signed printed copies of the User Form and the Authorization for Release. After entering the dates on which each of these signatures were completed and selecting **Ok**, the security officer will be prompted to verify the signature dates and to certify that he/she will retain the printed copies of the forms. This function may only be executed if the required forms have been completed, validated and printed. If your form is not shown on the pick list, confirm that it has been validated and printed.

6.2 TRANSMIT USER FORM TO DSS

This option allows you to electronically transmit certified User and Security Forms to DSS for processing. There are two transmission methods, Internet E-Mail and Internet Service Provider. Prior to your first transmission to DSS, you must enter the user site information for your organization. See section 6.8, Change User Site Information, for details.

6.2.1 Internet E-mail

This method allows a security officer to prepare a file containing up to five user forms that can be attached to an e-mail message and sent to a specified e-mail address at DSS. The security officer selects the name and location of the file to be created. The file name must contain the suffix “.z20”. The security officer will be presented with a list of certified forms available for transmission. The he/she may select up to five forms for transmission at one time. If the option to include signed release image files with the transmission has been selected, the security officer will be prompted to enter the name of the image file for each subject. See section 6.7, Change User Site Information, for details on this option. Once the form(s) have been prepared and stored in the file selected by the security officer, he/she is prompted with a message containing the name(s) of the subjects in the file, the name of the file to be sent to DSS, and the e-mail address at DSS to which the e-mail message must be sent.

6.2.2 Internet Service Provider

This method allows a security officer to transmit up to five forms to DSS without exiting the EPSQ program. To use this method, the computer in operation must have an active connection to the Internet. This option uses the Simple Mail Transfer Protocol (SMTP) to send the prepared forms to DSS. The Internet Service Provider supplying the Internet connection must support the

SMTP protocol for this method to be used. Prior to the transmission of any forms, the name of the computer on which the Internet Service Provider supports the SMTP protocol must be entered. See section 6.8, Internet Service Provider SMTP Host Name, for details. The security officer will be presented with a list of certified forms available for transmission. The he/she may select up to five forms for transmission at one time. If the option to include signed release image files with the transmission has been selected, the security officer will be prompted to enter the name of the image file for each subject. Once the form(s) have been prepared, the security officer is prompted with a message asking if he/she wishes to proceed with the transmission. The security officer must ensure that the computer in use has an active Internet connection before continuing. After the completion of the transmission, a message is displayed indicating if the transmission was successful.

6.3 TRANSMIT DISCO 562 TO DSS

This option allows you to electronically transmit validated DISCO 562 forms to DSS for processing. There are two transmission methods, Internet E-Mail and Internet Service Provider. Prior to your first transmission to DSS, you must enter the user site information for your organization. See section 6.8, Change User Site Information, for details.

6.3.1 Internet E-mail

This method allows a security officer to prepare a file containing up to five DISCO 562 forms that can be attached to an e-mail message and sent to a specified e-mail address at DSS. See section 6.2.1 for details on using this transmission method.

6.3.2 Internet Service Provider

This method allows a security officer to transmit up to five DISCO 562 forms to DSS without exiting the EPSQ program. See section 6.2.2 for details on using this transmission method.

6.4 TRANSMIT USER FORM TO SUBJECT/SECURITY OFFICER

This option allows you to prepare a file containing forms to be transmitted to a subject or security officer for further processing or corrections. It is used by the subject to create a file containing the User Form for submittal to the security officer. It may also be used by the security officer to return the User Form to the subject for corrections, or to send the form to another security officer for further processing. The subject or security officer selects the name and location of the file to be created. The file name must contain the suffix “.zdb”. The security officer will be presented with a list of available user forms. The he/she may select up to five forms for transmission at one time. In the subject edition, the form of the logged-in user is automatically selected for transmission. Once the form(s) have been prepared and stored in the selected file, the user is prompted with a message containing the name(s) of the subjects in the file, the name of the file to be sent to DSS, and is reminded to send the form to the appropriate individual and not to DSS.

6.5 RECEIVE USER FORM FROM SUBJECT/SECURITY OFFICER

This option allows you to receive a file containing User Forms from a subject or security officer. It is used by the subject to retrieve a file containing a User Form returned for corrections by the security officer. It is used by the security officer to retrieve the User Form submitted by the subject, or to retrieve the form sent by another security officer for further processing. The subject or security officer selects the name and location of the file to be read. The file name must contain the suffix “.zdb”. The user will be presented with a list of forms in the file, from which one or more forms may be selected. Before the form can be imported, the password for the form must be entered. If the form currently exists in the user’s EPSQ database, he/she will be asked if the version in the database should be replaced with the form in the file.

6.6 VIEW COMMUNICATION LOG

This option allows you to view information about the transmissions sent to DSS. The date and time of each transmission, the number of forms sent, and the result of the transmission are captured. For each form sent, the form type and identifying information about the subject are also captured.

6.7 CHANGE USER SITE INFORMATION

This option allows you to enter information about your organization that will be sent to DSS with every transmission. This information will aid DSS in contacting your organization if there are problems with the transmission. This information must be completed prior to your first transmission to DSS and must be updated periodically to ensure accuracy. The following information is collected on this screen:

- Point of Contact (POC) Name (Required)
- POC Phone Number (Required)
- POC Fax Number (Required)
- POC Internet E-mail Address (**Required:** Necessary to respond to users.)
- CAGE Code (for Contractors) or EPSQ Support Identification Number (for Military/DoD)

The security officer may also indicate if he/she wants to include signed release image files with each transmission to DSS. If this option is selected, the security officer will be permitted to enter the name of the image file containing the signed release for each User Form transmitted to DSS. Only one image file may be submitted with each User Form, and the file must be in **CCIT - Group IV, 200 DPI, tif format** in order to be processed by DSS.

6.8 INTERNET SERVICE PROVIDER SMTP HOST NAME

If you wish to use the Internet Service Provider method for transmitting User Forms or DISCO 562 forms to DSS, you must enter the name of the computer (or host name) on which your network administrator or Internet Service Provider supports the Simple Mail Transfer Protocol (SMTP) prior to the transmission of any forms. Contact your System Administrator or Internet Service Provider to obtain this information.

7. TROUBLESHOOTING

The following sections discuss solutions to problems you may have in the course of using EPSQ.

7.1 EPSQ SYSTEM

If EPSQ will not run properly for you, you should try the following procedures:

- First, check to make sure you have enough available memory on your PC. Specific hardware and software requirements are detailed in Section 2.
- Second, reindex your files. To do this, select **Reindex Files** from the Utilities menu. Answer (Y)es to the question “Do you want to proceed with the reindex procedure?”
- Finally, if neither of these options “cures” the problem, you should try re-installing the program. You do not want to re-install the data files if you already have subject data entered into the system because this re-installation will delete your data. To re-install the program only, perform the following steps:
 1. Conduct System backup to a diskette as detailed in Section 5.2
 2. Insert the installation diskette into the floppy disk drive on your computer.
 3. Run a:setup.exe using File Manager or Windows® Explorer.
 4. When prompted, select a different path name than the existing EPSQ (ie EPSQ202).
 5. After install, perform the following procedure to retrieve the data that was backed up.

USER FORMS

- Select **Receive User From Subject/Security Officer** from the Communications pull-down menu to import User Forms
- Change directory to diskette drive
- Select backup file name. Press **[OK]**
- Select files to import (use Shift Key+Left Mouse Button for multiple files)
- Press **[OK]** to import User Form data

DISCO 562 FORMS

- Select **Load Form from CDS Format** from the Utilities pull-down menu to load DISCO 562 forms.
- Change directory to diskette drive
- Select backup file name. Press **[OK]**
- Select files to import (use Shift Key+Left Mouse Button for multiple files)
- Press **[OK]** to import User Form data

After re-installation, test EPSQ. If you are still having difficulties, follow the steps listed in Section 1.3 for assistance.

7.2 PRINTERS

If you cannot print validation reports, User Forms, Security Information forms, or DISCO Form 562s, perform the following checks, *one at a time*, testing whether you can print after each check:

1. Verify that your printer is on line first.
2. Check your cable connections.
3. Make sure you have designated the correct printer. Go to the Utilities menu, select **System Configuration**, and **Printer Setup**. Verify that your printer is correctly selected. (**NOTE:** If you are using EPSQ without a printer, make sure you select “Generic Printer” on the System Configuration screen. Otherwise, you receive an error message when you attempt to print.)
4. Try a different port selection, e.g., if you are using LPT1, try LPT2 or vice versa.
5. Contact your system administrator and verify that you are using the correct or updated Windows® printer driver for your printer.

If you still cannot print and you are on a local area network (LAN), contact your LAN Administrator. If you are running on a standalone PC and still cannot print, follow the steps listed in Section 1.3 of this manual.

7.3 MONITORS

7.3.1 WindowsNT® Users

EPSQ Crashes After Login

Color Palette must be set to meet or exceed 32K. EPSQ will not operate at 256 color setting.

1. Press Start
2. Press Settings
3. Press Control Panel
4. Press Display Icon
5. Press Settings Tab
6. Under Color Palette, Select 32,000 (or higher)
7. Select [Test] button
8. After successful test, press [OK] to keep new settings

7.3.2 Display is Not Correctly Displayed

EPSQ does not display correctly on the screen.

Windows® 3.x Users:	Windows®NT & 95 Users:
<ol style="list-style-type: none">1. Select Windows Setup Icon from Main Icon Group.2. Select Options3. Change Systems Settings4. Click down arrow to select “sml fnt” (Small Font)5. Press [OK]	<ol style="list-style-type: none">1. Press Start2. Select Settings3. Select Control Panel4. Select Display Icon5. Select Settings Tab6. Change Font Size to Small Font7. Restart Computer

APPENDIX A: EPSQ PREPARATION CHECKLISTS

The following six checklists cover the six EPSQ User Forms. Use a photocopy of the appropriate checklist to help you gather the information required to enter data into EPSQ. These lists are very general and do not cover all questions you may be asked as you move through the system.

REQUEST FOR SECURITY CLEARANCE (SF86) CHECKLIST

Information Required	Complete
<i>SAMPLE: Where You Went to School</i>	
Personal Information —Name, date and place of birth, physical characteristics	
Other Names Used —Any other names you have used	
Citizenship —Current citizenship status including naturalization or alien registration info, if applicable	
Where You Have Lived —all your residences for the past 10 years	
Where You Went to School —education in the last 10 years or, if none during that period, provide the last school attended after high school, if any	
Employment Activities —Continuous history of employment, unemployment, self-employment for the past 10 years. Also <i>any</i> federal civil service employment since your 16th birthday.	
People Who Know You Well —3 requested. Need name, address, and phone number.	
Spouse —Current and former spouses	
Relatives and Associates —Names, addresses, citizenship	
Citizenship of Relatives and Associates —Additional citizenship information about certain close relatives born outside the U.S.	
Military History —all service in U.S. and/or foreign military organizations	
Foreign Activities —Foreign property ownership, contacts, and passports	
Foreign Countries Visited —Trips outside the U.S. in last 7 years	
Military Record —Any less than honorable discharges	
Selective Service Record —Selective service registration number or exemption	
Medical Record —Any consultation/treatment with health professional for mental health related condition during last 7 years. Name, address, phone number of provider.	
Employment Record —Details on certain employment terminations.	
Police Record —Charged or convicted offenses	
Illegal Use of Drugs and Drug Activities —Use, use in sensitive position, other activity	
Alcohol Use —Treatment/counseling in last 7 years	
Clearances/Investigations Record —Others held, denied, revoked, suspended	
Financial Record —Bankruptcies, repossessions, wage garnishments, tax liens, unpaid judgments, delinquent debts	
Public Record Civil Court Action —Any in last 7 years not covered elsewhere in form	
Association Record —Association with and/or participation in organizations advocating violent overthrow of U.S. Government	

QUESTIONNAIRE FOR NON-SENSITIVE POSITIONS (SF85) CHECKLIST

Information Required	Complete
<i>SAMPLE: Where You Went to School</i>	
Personal Information —Name, date and place of birth, physical characteristics	
Other Names Used —Any other names you have used	
Citizenship —Current citizenship status including naturalization or alien registration info, if applicable	
Where You Have Lived —all your residences for the past 5 years	
Where You Went to School —education in the last 5 years or, if none during that period, provide the last school attended after high school, if any	
Employment Activities —Continuous history of employment, unemployment, self-employment for the past 5 years.	
People Who Know You Well —3 requested. Need name, address, and phone number.	
Selective Service Record —Selective service registration number or exemption	
Military History —all service in U.S. and/or foreign military organizations	
Illegal Use of Drugs and Drug Activities —Use, possession, supply, or manufacture in last year	

QUESTIONNAIRE FOR PUBLIC TRUST POSITIONS (SF85P) CHECKLIST

Information Required	Complete
SAMPLE: Where You Went to School	
Personal Information —Name, date and place of birth, physical characteristics	
Other Names Used —Any other names you have used	
Citizenship —Current citizenship status including naturalization or alien registration info, if applicable	
Where You Have Lived —all your residences for the past 10 years	
Where You Went to School —education in the last 10 years or, if none during that period, provide the last school attended after high school, if any	
Employment Activities —Continuous history of employment, unemployment, self-employment for the past 10 years. Also <i>any</i> federal civil service employment since your 16th birthday.	
Employment Record —Details on certain employment terminations.	
People Who Know You Well —3 requested. Need name, address, and phone number.	
Marital Status —Current spouse	
Relatives —Names, addresses, citizenship	
Military History —all service in U.S. and/or foreign military organizations	
Selective Service Record —Selective service registration number or exemption	
Clearances/Investigations Record —Others held, denied, revoked, suspended	
Foreign Countries Visited —Trips outside the U.S. in last 7 years	
Police Record —Charged or convicted offenses in the last 7 years	
Illegal Use of Drugs and Drug Activities —Use in last year, other activity in last 7 years	
Financial Record —Bankruptcies, tax liens, unpaid judgments, delinquent debts	

**SUPPLEMENTAL QUESTIONNAIRE FOR SELECTED POSITIONS (SF85P-S)
CHECKLIST**

Information Required	Complete
<i>SAMPLE: Where You Went to School</i>	
Personal Information —Name	
Other Names Used —Any other names you have used	
Illegal Use of Drugs and Drug Activities —Use in sensitive position	
Alcohol Use —Treatment/counseling in last 7 years	
Medical Record —Any consultation/treatment with health professional for mental health related condition during last 7 years. Name, address, phone number of provider.	

SPOUSE SINGLE AGENCY CHECK (SPOUSE SAC) SHELL CHECKLIST

Information Required	Complete
<i>SAMPLE: Where You Went to School</i>	
Personal Information — Name, date and place of birth, physical characteristics	
Spouse —Current spouse	
Relatives and Associates —Name, address, citizenship of spouse-like individual	
Citizenship of Relatives and Associates —Additional citizenship information about spouse or spouse-like individual	

SPECIAL INVESTIGATIVE INQUIRY (SII) SHELL CHECKLIST

Information Required	Complete
<i>SAMPLE: Where You Went to School</i>	
Personal Information — Name, date and place of birth, physical characteristics	
Employment Activities —Information on current place of employment	

APPENDIX B: FUNCTIONAL INSTRUCTIONS (SECURITY OFFICER EDITION ONLY)

EPSQ changes the way certain activities are performed. This appendix describes those changes and gives security officers the information needed to successfully manage personnel security processing under EPSQ.

B.1 ACTIONS THAT CANNOT USE THE EPSQ SYSTEM

The following actions cannot be performed using EPSQ:

- Actions for subjects who do not have a social security numbers.
- Actions that require enclosures. However, the EPSQ system can be used to generate an error-free submission. The printout should then be combined with the attachments and mailed to the appropriate DSS office. Use the following procedures to avoid unnecessary enclosures and therefore allow as many electronic transmissions as possible:
 - Fingerprint cards and the electronic User Forms are *not* considered enclosures. See Section C.8 below for instructions for mailing fingerprint cards.
 - If a pre-screening interview has been conducted and the results are provided as an enclosure to the DD Form 1879, the request for investigation cannot be electronically transmitted. However, to eliminate the need for an enclosure and permit electronic transmission, the results of the pre-screening interview should be entered in the Files Verification Pre-Screening Interview remarks screen of the DD Form 1879 whenever possible.
 - If **Unfavorable (UNF)** or **Not Reviewed (NOR)** is entered for any part of the local files verification, the EPSQ system requires that the results (reasons) be reported on the remarks screen displayed automatically after that entry is made. If **Favorable (FAV)** or **No Information Available (NAV)** is entered, DSS does not require that the results be reported. However, these results can be reported, if desired, in the General Remarks module. If this procedure is followed, the results need not be provided as an enclosure, and therefore the subject's data *can* be transmitted electronically.

B.2 CERTIFICATION NOTICE

The EPSQ system prints a Certification Notice that certifies that you have a signed copy of the EPSQ-generated Authorization for Release of Information. (**NOTE:** This is different than certifying that the Security Information is correct.) This Certification Notice is needed because the EPSQ cannot accept nor transmit a true signature. You must keep this certification, along with the signed Authority for Release, with the printed copy of the signed User Form until the

clearance process is complete. The EPSQ system transmits a copy of this notice to DSS with the associated form.

B.3 AUTHORIZATION FOR RELEASE OF INFORMATION

The EPSQ system prints the Authorization for Release of Information whenever the subject's form is printed. It must be signed by the subject and retained with the other case information. The EPSQ system transmits an unsigned version to DSS. See Section 6.7, Change User Site Information, for details on including files containing images of signed releases with transmissions to DSS.

B.4 FORMS CERTIFICATION

Both the security officer and the subject must sign a printed version of the EPSQ forms. ***These signed copies shall be released to DSS upon request.***

Before the electronic version of the forms can be transmitted to DSS, you must use the **Certify** option on the Communications menu to record the dates that these signatures were provided. The EPSQ system cannot transmit any uncertified forms. ***The EPSQ system cannot transmit signatures, so DoD must have your assurance that the printed EPSQ forms are signed and being held at your site.*** All documents that are transmitted must be exactly the same as the originally signed copies retained at your site.

If a subject is terminated while his/her clearance is in process, the security officer must retain the original signed copies of the subject's EPSQ forms for 1 year subsequent to the date of termination.

B.5 SUBJECT'S IMMEDIATE SUPERVISOR'S CERTIFICATION

When using EPSQ, an originally signed document must be obtained from the employee's immediate supervisor certifying the absence or presence of any adverse information. This document must be retained, along with the electronically generated signed copy of the DD Form 1879, until the clearance process is complete. In addition to a statement regarding the absence or presence of adverse information, the subject's immediate supervisor document must contain any adverse information (if applicable); full name, title, telephone number (including area code and/or DSN number) and the signature of immediate supervisor; and the date the form was signed by the immediate supervisor. The information must be entered on the electronic DD Form 1879 by the security officer.

B.6 CO-SUBJECT FORMS

It is not necessary to create a User Form for a co-subject (e.g., subject's spouse, foreign-born children, etc.) because EPSQ automatically uses data gathered via the User Form to generate an abbreviated form containing only the required information.

B.7 SECURITY OFFICER RESPONSIBILITIES

EPSQ case documentation must be kept under the same security rules and for the same time frames as the paper documents that you have been using. The EPSQ system does not relieve the security officer from any responsibilities now held. These responsibilities include protecting Privacy Act data and reviewing each form submitted electronically to DSS. While EPSQ's editing and validating functions find most errors, the system cannot, for example, ensure that *correct* data is entered in mandatory remarks and comments fields, but only that these areas are not empty. Security officers must review all EPSQ data before submission.

B.8 FINGERPRINT CARD SUBMISSION

For both Government agencies and contractors, fingerprint cards should be mailed directly to:

Defense Security Service
P. O. Box 28989
Baltimore, MD 21240-8989

APPENDIX C: FUNCTIONAL INSTRUCTIONS (SUBJECTS)

EPSQ changes the way certain activities are performed. This appendix clarifies certain procedures associated with using the electronic forms.

C.1 AUTHORIZATION FOR RELEASE OF INFORMATION

The Authorization for Release of Information document prints when the Subject Edition of your EPSQ form prints. This document must be signed and provided to the security officer. Do not alter this document in any way.

C.2 CERTIFICATION NOTICE

A Certification Notice prints when the Security Officer Edition of your EPSQ forms print. This certifies to DSS that you have signed the Authorization for Release of Information and that the security officer will maintain that document until the clearance process has been completed.

C.3 CO-SUBJECT FORMS

It is not necessary to create a User Form for a co-subject (e.g., your spouse, foreign-born children, etc.) because EPSQ automatically uses data gathered via your User Form to generate an abbreviated form containing only the required information.

APPENDIX D: EXAMPLE TRANSMISSION USING EMAIL OR INTERNET SERVICE PROVIDER

To use the following instructions, you should have already created the subject form and associated Security form, validated, printed and certified the forms. For DISCO 562 forms, you should have already prepared, validated and printed all forms. See Section 6.2 of this manual for more details. Once the form is certified, begin step 1, below.

NOTE: This is an example of a security officer transmitting to DSS. (Only security officers can transmit to DSS). You may use **Transmit User Form to Subject/Security Officer** in the Communications pull-down menu to transmit EPSQ forms between subject and security officers via local area networks, email or intranet/internet.

TRANSMIT USER FORM (OR DISCO 562) TO DSS VIA INTERNET E-MAIL:

1. Select **Transmit User Form (or DISCO 562) To DIS** via the Communications pull-down menu.
2. Select **Internet E-Mail**
3. Type in filename to be created (i.e. *filename.z20*) and drive location where file will be created.
4. Select five files (max) to be transmitted (use Shift Key+Left Mouse Button to select multiple files)
5. Press **[OK]**
6. User is informed where the prepared file is located and that it should be sent to DSS via **epsq20@epsq.dis.mil**

Send prepared file via internet email (You do not need to exit the EPSQ application)

7. Enter your Internet Email application.
8. Prepare a new message
9. Address the message 'TO:' epsq20@epsq.dis.mil
10. Do Not place a message in the email as it is not reviewed by DSS.
11. Select attach file
12. Select the path and file name where the prepared file is located (see para 6, above). See your system administrator for directions, if necessary. Select this file as an attachment.
13. Select SEND MESSAGE and press [Enter] to send your file to DSS.

Please note that all transmitted or prepared files are safeguarded using 56 bit encryption.

TRANSMIT USER FORM (OR DISCO 562) TO DSS VIA INTERNET SERVICE PROVIDER:

1. Select **Transmit User Form (or DISCO 562) to DIS** via the Communications pull-down menu.
2. Select **Internet Service Provider**
3. Select five files (max) to be transmitted (use Shift Key+Left Mouse Button to select multiple files)
4. Press Yes to send specified files
5. Press [OK] to confirm connection to the Internet
6. Press [OK] to acknowledge “Successfully transmitted to DIS”
7. Done!
8. *Problems?* Dble check your Internet Service Provider SMTP Host Name in the Comm. Menu

APPENDIX E: EPSQ ADDRESSES AND CONTACTS SHEET

Defense Security Service (DSS):

If you have a problem with EPSQ or have a question about EPSQ, call our Customer Service Center (CSC) from 7:00 am to 5:00 pm Eastern Time, Monday through Friday:

All Users	800-542-0237
DSN Users	283-7731

If you want to get the latest EPSQ software or find out about the latest software, check:

the World-Wide-Web	http://www.dis.mil
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If you need to mail a printed EPSQ to DIS, use one of the following mailing addresses:

<u>OC/C</u>	<u>OC/B</u>
Operations Center/Columbus	Operations Center Baltimore
P.O. Box 2499	P.O. Box 18585
Columbus, Ohio 43216-5006	Baltimore, Maryland 21240-8585

If you wish to mail or fax comments/questions to the EPSQ Project Staff:

FAX: 410-865-2759

Mail: Defense Security Service
Information Services Directorate
Systems Integration Management Division
EPSQ Project
881 Elkridge Landing Rd.
Linthicum, MD 21090

APPENDIX F: KNOWN PROBLEMS AND WORKAROUNDS

Fifteen Known Problems and Workarounds

1. DISK INSTALLATION PROBLEM ON WINDOWS NT

User may find, during installation of either edition from a disk on Windows NT, the message: NO DISK
There is no disk in the drive. Please insert a disk into drive A: [abort] [retry] [Ignore].

Upon receiving the message mentioned above, press [abort] as needed to enable the setup program to continue running. Pressing [abort] causes no adverse reaction.

2. NO HELP SCREEN FOR UTILITIES & COMMUNICATIONS

EPSQ does not yet have Help Screens for the Utilities & Communications screens. On screen Help is not available for Importing and Exporting files.

Hopefully, this guide will provide all information needed to successfully Import, Export, Transmit, and Receive EPSQs.

3. CANNOT VIEW SAVED REPORT

If a report is only one listed, user must select the report from list. before clicking OK, in order to view report.

A saved report must be selected from a list, even if it is the only item on list..

4. DATE FIELDS

A random problem exists - when attempting to type numbers into date fields, the number plus a space is entered on the screen, making it difficult or impossible to enter correct date.

Darken date box with mouse and hit “delete” key. Otherwise, exit EPSQ and restart application. You may also need to exit Windows to fully resolve this problem.

5. UNITED STATES TERRITORIES

US Territories are listed in the pull down menu, along with the 50 United States. This is not yet pointed out in Help Screens.

US Territories are listed alphabetically along with the states of the United States.

6. PRINTED VALIDATION REPORT - FORM 562

Occasionally, when printing a Validation report on a Form 562, Subject’s name (or other data) may appear as asterisks, or gibberish (encrypted data).

Problem only appears in printed version of validation form. Data in database should be correct.

7. MISSING USER FORMS

Occasionally, after creating a User Form or a Form 562, the file cannot be located within the Modify screen.

Attempt to recreate the form by selecting the Create pull-down menu. Create the same form type and investigation, but with a different password. User will then be given the option of creating a new form.

At times, you may find that after Loading from CDS, one of your cases may be missing. Go to create, enter the SSN, use a different password and delete the missing case. Then reload your cases from CDS and the missing case should be there.

8. SPOUSE'S ADDRESS

Even if Subject is Separated from his/her spouse, Module 3 of EPSQ SF 86 will not accept "unknown"

Please provide most recent known address of spouse.

9. OUR AGENCY HAS CHANGED IT'S NAME

Effective 25 November, 1997, the Defense Investigative Service (DIS) has become the Defense Security Service (DSS). Similarly, on 1 October, 1997, the Personnel Investigations Center (PIC) has become DSS Operations Center Baltimore (OCB). The Defense Industrial Security Clearance Office (DISCO) has become DSS Operations Center Columbus (OCC).

Future editions of EPSQ will contain correct names.

10. EIGHT CHARACTER LIMITATIONS

EPSQ Software does not directly inform the user that there is an eight character limit, both when selecting a directory name during installation, and when establishing a new User Id/password.

The workaround for the eight character limit on directory names, is to restart installation process using directory name within parameters. To delete a problem User ID, go to Utilities/Sys Admin/SO Users, highlight name causing problem, click Delete and select Exit. User Ids are limited to eight characters.

11. ONE FORM 562 PER SUBJECT

When a Form 562 is created on a Subject who has already had an action recorded on a 562 - the second form overwrites the first form. When viewing a list of 562s, the action type listed in the initial 562 is lost, once overwritten.

Security Officer can choose to Save to CDS a copy of initial 562, when a second 562 is created. This would be in addition to any saved printed copy. Of course, multiple actions can be taken on any Form 562.

12. CITIZENSHIP RESPONSE PRE-POPULATED

Occasionally, the Citizenship of the Subject, or of co-Subjects, is pre-populated by the country of citizenship of the previous form completed.

User only has to delete erroneous citizenship, and enter correct data.

13. LAN UNINSTALL PROGRAM INOPERABLE

The LAN Uninstall feature is not operational.

When the EPSQ is installed using the LAN “setup” option (See Section 3.3), the program icons are created and epsq20.ini is copied to the Windows directory. No other system files are copied to the local drive. User only has to delete the Icons and epsq20.ini in the Windows directory to uninstall the LAN EPSQ program.

14. USER IS INCORRECTLY INFORMED THAT THEY ARE ALREADY LOGGED IN

If the EPSQ system was exited unexpectedly or incorrectly, the user may see the following messages when they login later:

Security Officer Edition

“This System Administrator is already logged on. Do you still wish to login?” *Yes/No*

Subject Edition

“Information for SSN xxx is currently checked out. If more than one user is accessing the same form, the database may be corrupted. Do you still wish to access this form?” *Yes/No*

Generally, it is safe to respond “Yes” and continue login. If you have reason to believe that someone may be using your account, contact your system administrator for guidance.

15. WINDOWSNT® USERS:

EPSQ Crashes After Login

Color Palette must be set to meet or exceed 32K. EPSQ will not operate at 256 color setting.

1. Press Start
2. Press Settings
3. Press Control Panel
4. Press Display Icon
5. Press Settings Tab
6. Under Color Palette, Select 32,000 (or higher)
7. Select [Test] button
8. After successful test, press [OK] to keep new settings

WindowsNT® ver 4.0 Users:

You must have Service Pack version 3 or higher installed for EPSQ 2.0 to work properly.

APPENDIX G: FILES LIST AND DESCRIPTION SHEET

These files are included where EPSQ software is available for download (www.dis.mil).

File Name	Format	Description
20MANUAL.DOC	MS Word	EPSQ Customer Manual in Microsoft Word 6.0 format.
20MANUAL.RTF	Rich Text Format	EPSQ Customer Manual in Rich Text Format.
Security.exe	Self-extracting PKZIP	This file is available when downloading the EPSQ software electronically from www.dis.mil . It contains all the files required to install the full version of EPSQ 2.0 Security Officer edition. It expands to 2.5 Meg after extraction.
Subject.exe	Self-extracting PKZIP	This file is available when downloading the EPSQ software electronically from www.dis.mil . It contains all the files required to install the full version of EPSQ 2.0 Subject edition. It expands to 2.5 Meg after extraction.
SODisk1.exe	Self- extracting PKZIP	This diskette installation file is available when downloading the EPSQ software electronically from www.dis.mil . The files that are extracted from this file should be copied to diskette #1 of the Security Officer edition Installation diskette. It expands to 1.3 Meg after extraction.
SODisk2.exe	Self- extracting PKZIP	This diskette installation file is available when downloading the EPSQ software electronically from www.dis.mil . The files that are extracted from this file should be copied to diskette #2 of the Security Officer edition Installation diskette. It expands to 1.1 Meg after extraction.
SubDisk1.exe	Self- extracting PKZIP	This diskette installation file is available when downloading the EPSQ software electronically from www.dis.mil . The files that are extracted from this file should be copied to diskette #1 of the Subject edition Installation diskette. It expands to 1.3 Meg after extraction.
SubDisk2.exe	Self- extracting PKZIP	This diskette installation file is available when downloading the EPSQ software electronically from www.dis.mil . The files that are extracted from this file should be copied to diskette #2 of the Subject edition Installation diskette. It expands to 1.1 Meg after extraction.

APPENDIX H: EPSQ SOFTWARE LATEST INFORMATION

Electronic Personnel Security Questionnaire Debut (v1.0 for DOS)

EPSQ was first released in October, 1994 as version 1.0. The forms supported initially were the DD398, DD398-2, and DD1879. These forms could be transmitted to DSS utilizing CompuServe as the Value Added Network (VAN). 2,000 paper manuals and 2,000 DD 3.5" & 5.25" HD disk sets were distributed.

Electronic Personnel Security Questionnaire (v1.0a)

In December of 1994 version 1.0a was released. This version repaired problems identified in version 1.0. 4,400 manuals and DD 3.5" & 5.25" HD disk sets were distributed.

Electronic Personnel Security Questionnaire (v1.1)

In July of 1995 version 1.1 was released. This version repaired all reported problems in versions 1.0 and 1.0a. Added functionality included the addition of the DISCO form 562 and the Special Investigative Inquiry (SII) type of request. Individuals were also given the option to use the Internet Service Provider (ISP) of their choice to transmit prepared EPSQ files to DSS for processing. EPSQ version 1.1 also provided a Common Data Structure and was available for download from our WWW location and Bulletin Boards. Electronic distribution only was offered for this version.

Electronic Personnel Security Questionnaire (v1.2)

In September of 1995 version 1.2 was released. This version offered the same functionality of version 1.1 but replaced the DD398 and DD398-2 with the SF 86, SF85P, SF85P-S and NAC Security Information form. This version repaired all reported problems with version 1.1 and incorporated changes requested by the Office of the Secretary of Defense (OSD) and the Office of Personnel Management (OPM). Added functionality also includes Internet receipt back for those using that transmission method. Distribution occurred to 8,000 customers via a correction disk and 1.2b and 1.2c patch disk.

Electronic Personnel Security Questionnaire (v2.0 for Windows®)

December 1997 welcomes the release of EPSQ version 2.0 (Windows Software). This release has the same functionality as version 1.2c and include enhancements such as LAN compatibility, 56 bit encryption for the protection of Sensitive but Unclassified Information (SBU Info.), and additional investigative request types.

APPENDIX I: U.S. TERRITORY ABBREVIATIONS

The following abbreviations are included on the State lookup list. If you need enter a territory, enter it in the State field using the appropriate abbreviation. Do not enter territory names in the Country field.

AS	American Samoa	MH	Marshall Islands
BQ	Navassa Island	MP	Northern Mariana Islands
DQ	Jarvis Island	MQ	Midway Island
FM	Federated States of Micronesia	PQ	Canal Zone
FQ	Baker Island	PR	Puerto Rico
GU	Guam	PS	Trust Territory of Pacific Islands
HQ	Howland Island	PW	Palau
JQ	Johnston Atoll	UM	U.S. Minor Outlying Islands
KQ	Kingman Reef	VI	Virgin Islands of the U.S.
LQ	Palmyra Atoll	WQ	Wake Island

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